

Labor Exchange / VETS

Contact Information

AGENCY Information	
Name	
Address	
City	
State / ZIP	
Phone	
Fax	
E-Mail	
Primary Contact Information	
This is the person the Password and PIN will be assigned to.	
Name	
Address	
City	
State / ZIP	
Phone	
Fax	
E-Mail	
Secondary Contact Information	
Name	
Address	
City	
State / ZIP	
Phone	
Fax	
E-Mail	

LABOR EXCHANGE 9002/VETS 200 REPORTING SYSTEM

Please e-mail to oaabina@doleta.gov no later than September 30, 2002.

User's Guide



ETA

U.S. Department of Labor
Employment and Training Administration

Grantee Reporting System

Please Login:

Enter the Password for the grantee you are reporting on

Password:

Login

ETA Grantee Reporting System



ETA

U.S. Department of Labor
Employment and Training Administration

Documentation **Version: Draft**, August 19, 2002

The **Labor Exchange 9002/VETS 200 Reporting System**
was designed, programmed, and documented for the:

United States Department of Labor
Employment and Training Administration
Office of National Programs

Contents

Access Labor Exchange 9002/VETS 200 Reporting System.....	1
Enter VETS DVOP Report (Form 200A)	3
Access VETS DVOP Report	3
Enter/Submit VETS DVOP Report	6
Submit Data by Uploading File	6
Submit Data Manually	9
Enter VETS LVER Report (Form 200B)	10
Access VETS LVER Report.....	10
Enter/Submit VETS LVER Report.....	12
Submit Data by Uploading File	12
Submit Data Manually	15
Enter VETS DVOP/LVER (Form 200C).....	16
Access VETS DVOP/LVER Report.....	16
Enter/Submit VETS DVOP/LVER Report.....	18
Submit Data by Uploading File	18
Submit Data Manually	21
Enter Labor Exchange Service to Job Seeker Report (Form 9002A).....	22
Access Labor Exchange Service to Job Seeker Report	22
Enter/Submit Labor Exchange Service to Job Seeker Report	25
Submit Data by Uploading File	25
Submit Data Manually	28

Enter Labor Exchange Service to Veterans Report (Form 9002B)	29
Access Labor Exchange Service to Veterans Report.....	29
Enter/Submit Labor Exchange Service to Veterans Report.....	31
Submit Data by Uploading File	31
Submit Data Manually	34

Enter Labor Exchange Performance Outcomes - Job Seekers/Employers Report (Form 9002C)	35
Access Labor Exchange Performance Outcomes - Job Seekers/Employers Report.....	35
Enter/Submit Labor Exchange Performance Outcomes- Job Seekers/Employers Report.....	37
Submit Data by Uploading File	37
Submit Data Manually	40

Enter Labor Exchange Performance Outcomes – Veterans Report (Form 9002D).....	41
Access Labor Exchange Performance Outcomes – Veterans Report	41
Enter/Submit Labor Exchange Performance Outcomes – Veterans Report	43
Submit Data by Uploading File	43
Submit Data Manually	46

Enter Labor Exchange Job Openings Received Report (Form 9002E).....	47
Access Labor Exchange Job Openings Received Report	47
Enter/Submit Labor Exchange Job Openings Received Report	49
Submit Data by Uploading File	49
Submit Data Manually	52

Appendix A: EIMS - Labor Exchange Reporting System - Zero Report Handling.....	53
---	-----------

Appendix B: Record Layout VETS 200 A (DVOP) Quarterly Report	54
---	-----------

Appendix C: Record Layout VETS 200 B (LVER) Quarterly Report.....	55
--	-----------

Appendix D: Record Layout VETS 200 C (DVOP/LVER) Quarterly Report	56
--	-----------

Appendix E:	Record Layout ETA 9002 A (Service to Job Seekers) Quarterly Report..	57
Appendix F:	Record Layout ETA 9002 B (Service to Veterans) Quarterly Report	58
Appendix G:	Record Layout ETA 9002 C (Performance Outcomes – Job Seekers/Employers) Quarterly Report	59
Appendix H:	Record Layout ETA 9002 D (Performance Outcomes – Veterans) Quarterly Report	60
Appendix I:	Record Layout ETA 9002 E (Job Openings Received) Quarterly Report	61
Appendix J:	State and National Summary Edit checks ETA 9002A (Service to Job Seekers) Quarterly Report.....	62
Appendix K:	State and National Summary Edit checks ETA 9002B (Service to Job Seekers) Quarterly Report.....	63
Appendix L:	State and National Summary Edit checks ETA 9002C (Performance Outcomes-Job Seekers/Employers) Quarterly Report.....	64
Appendix M:	State and National Summary Edit checks ETA 9002D (Performance Outcomes – Veterans) Quarterly Report.....	65
Appendix N:	State and National Summary Edit checks ETA 9002E (Job Openings Received) Quarterly Report.....	66
Appendix O:	State and National Summary Edit Checks ETA VETS 200 A (DVOP), VETS 200 B (LVER),VETS 200 C (DVOP / LVER) Quarterly Reports	67

Access Labor Exchange 9002/VETS 200 Reporting System

Follow the steps below to access the **ETA Labor Exchange 9002 /VETS 200 Reporting System**.

1. Open your Web browser and type the following address in the URL **Location** field at the top of the window: <http://www.etareports.doleta.gov> (Figure 1).

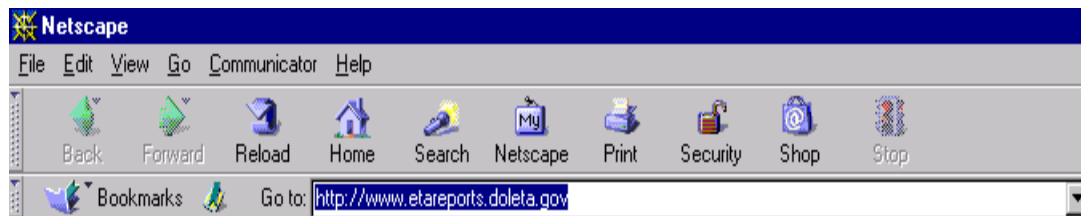


Figure 1: Web Browser – Location Field Displayed

2. Press **Enter**. The **ETA Login** window is displayed (Figure 2).

A screenshot of the "ETA Grantee Reporting System" login window. At the top left is the ETA logo (a blue diamond with a white star) and the text "ETA U.S. Department of Labor Employment and Training Administration". To the right, in red, is "Grantee Reporting System". Below this is a horizontal red line. The main text says "Please Login:" followed by the instruction "Enter the Password for the grantee you are reporting on". There is a "Password:" label next to a text input field containing seven asterisks. Below the input field is a "Login" button. At the bottom, another horizontal red line is followed by the text "ETA Grantee Reporting System" in red.

Figure 2: ETA Login Window

3. Type the Password. Click . The **Labor Exchange 9002/VETS 200 Reporting System Choose Report Program Window** is displayed (Figure 3).

The screenshot shows a web interface for the Labor Exchange 9002/VETS 200 Reporting System. In the top left corner, the logo "ETA" is displayed in a large, stylized font, with "U.S. Department of Labor" and "Employment and Training Administration" in smaller text below it. To the right of the logo, the title "Labor Exchange 9002 / VETS 200 Reporting System" is centered. A horizontal line separates the header from the main content area. Below the line, the text "Please Choose the Report Program" is centered, followed by "State: ME". Two buttons are displayed in the center: "VETS 200 Forms" and "Labor Exchange 9002 Forms". At the bottom center, there is a link labeled "Log Out".

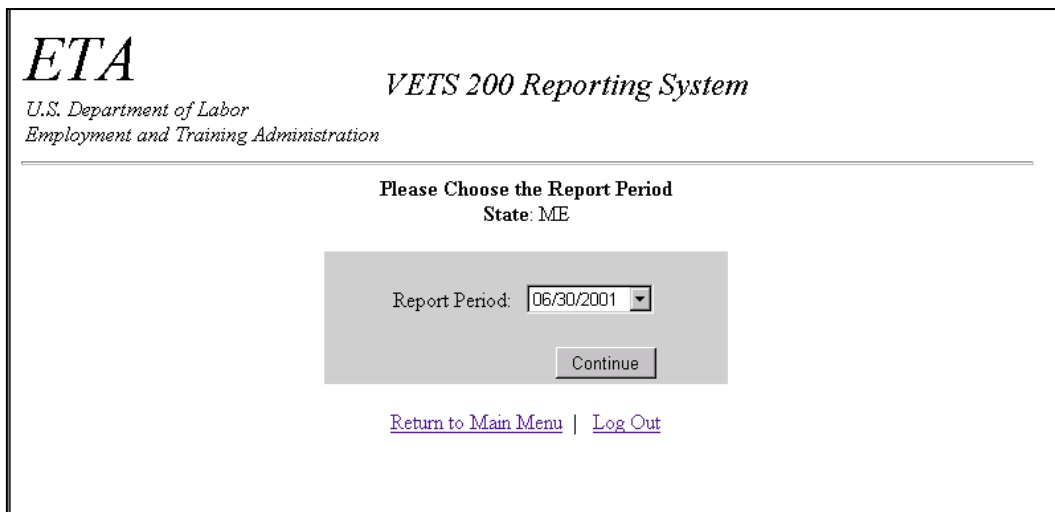
Figure 3: Choose Report Program Window

Enter VETS DVOP Report (Form 200A)

Access VETS DVOP Report

Follow the steps below to access the **VETS DVOP** Report.

1. To access VETS 200 forms, you must first access the reporting system's **Choose Report Program** window (Figure 3). See **Access Labor Exchange 9002/VETS 200 Reporting System** above.
2. Click **VETS 200 Forms** in the **Choose Report Program** window. The **Choose Report Period** window (Figure 4) is displayed.

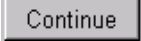


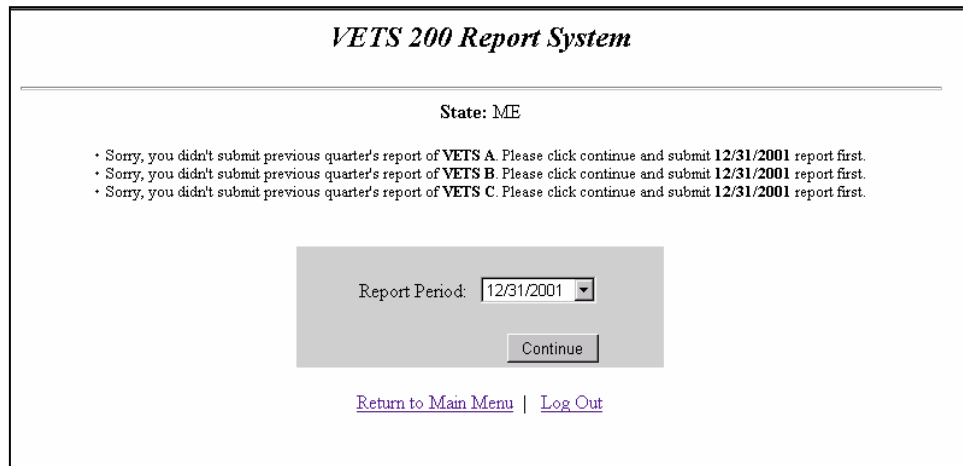
The screenshot shows the 'VETS 200 Reporting System' interface. At the top left is the 'ETA' logo with the text 'U.S. Department of Labor' and 'Employment and Training Administration' below it. To the right of the logo is the title 'VETS 200 Reporting System'. Below the title is a horizontal line. Under the line, the text 'Please Choose the Report Period' is centered, followed by 'State: ME'. In the center of the screen is a gray rectangular box containing the text 'Report Period:' followed by a dropdown menu showing '06/30/2001'. Below the dropdown menu is a 'Continue' button. At the bottom of the gray box are two links: 'Return to Main Menu' and 'Log Out'.

Figure 4: Choose Report Period Window

3. Click the arrow at the end of the **Report Period** field and select the desired date, then click **Continue**. If your report submissions are up to date, the **Form Selection** window (Figure 7) is displayed. Continue to step 4. If you get an error message, see **Note A** below.

Note A: You must submit VETS 200 quarterly reports in order. If you fail to select the correct quarter in the step above, an error message (Figure 5) and a follow-up message (Figure 6) are displayed.

The error message tells you what reports must be filed. Click  in the error message window to view the follow-up message, which guides you through the process of filing the missing reports.



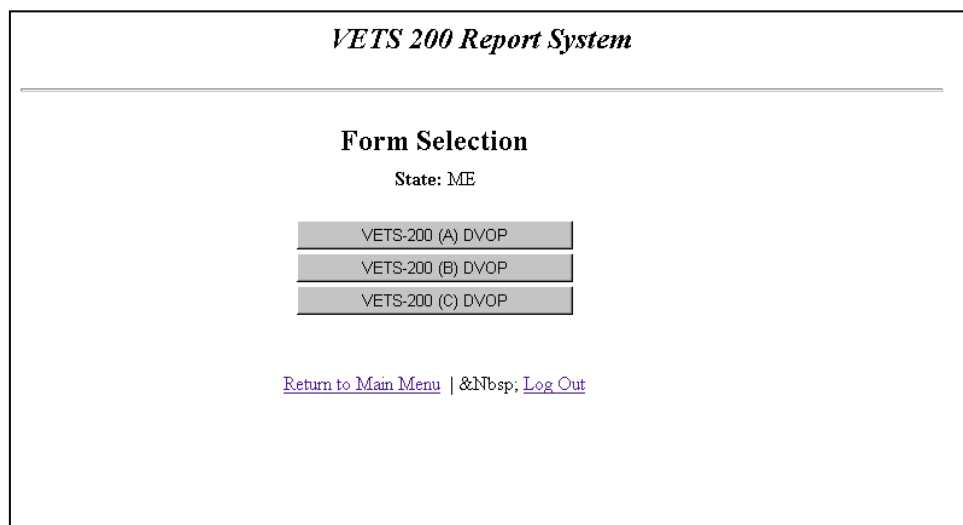
The screenshot shows a web window titled "VETS 200 Report System". Below the title bar, it says "State: ME". There is a list of three error messages:

- Sorry, you didn't submit previous quarter's report of **VETS A**. Please click continue and submit **12/31/2001** report first.
- Sorry, you didn't submit previous quarter's report of **VETS B**. Please click continue and submit **12/31/2001** report first.
- Sorry, you didn't submit previous quarter's report of **VETS C**. Please click continue and submit **12/31/2001** report first.

Below the list is a grey box containing a "Report Period:" label, a dropdown menu showing "12/31/2001", and a "Continue" button.

At the bottom of the window are two links: [Return to Main Menu](#) and [Log Out](#).

Figure 5: VETS 200 Report Selection Error Message



The screenshot shows a web window titled "VETS 200 Report System". Below the title bar, it says "State: ME". The main heading is "Form Selection".

Below the heading are three buttons:

- VETS-200 (A) DVOP
- VETS-200 (B) DVOP
- VETS-200 (C) DVOP

At the bottom of the window are two links: [Return to Main Menu](#) and [Log Out](#).

Figure 6: VETS 200 Error Follow-Up Window

ETA
U.S. Department of Labor
Employment and Training Administration

VETS 200 Reporting System

Form Selection

State: ME
Report Quarter: 12/31/2001

DVOP (VETS 200A)
LVER (VETS 200B)
DVOP/LVER (VETS 200C)

[Return to Main Menu](#) | [Log Out](#)

Figure 7: Form Selection Window

4. Click **DVOP (VETS 200A)** in the **Form Selection** window. The **Data Submission Options** window is displayed (Figure 8).

ETA
U.S. Department of Labor
Employment and Training Administration

VETS 200 Reporting System

Please Select Method to Submit Your Data

Form Name: DVOP
State: ME
Report Quarter: 12/31/2001

- [Submit your data by uploading a file](#)
- [Submit your data manually](#)

[Return to Main Menu](#) | [Log Out](#)

Figure 8: DVOP Data Submission Options Window

Enter/Submit VETS DVOP Report

You may submit the **VETS DVOP** Report by uploading a data file or by entering the data manually.

Submit Data by Uploading File

1. To use the upload data option, click Submit your data by uploading a file in the **Data Submission Options** window. The **Upload File to Server** window (Figure 9) is displayed.

The screenshot shows the 'VETS 200 Reporting System' interface. At the top left is the 'ETA' logo with the text 'U.S. Department of Labor' and 'Employment and Training Administration' below it. To the right of the logo is the title 'VETS 200 Reporting System'. Below the title, the following information is displayed: 'Form Name: DVOP (VETS 200 A)', 'State: ME', and 'Report Quarter: 03/31/2002'. In the center, there is a grey box containing the instruction: 'To upload data, type in your filename (include complete path) or browse your system for the file:'. Below this instruction is a text input field, a 'Browse...' button, and an 'Upload the File' button. Below the grey box, the text '-OR-' is displayed. At the bottom of the window is a button labeled 'Submit Zero data for this Quarter'.

Figure 9: Upload File to Server Window

2. If you know the path name of the upload file, type it in the field; if you do not, click **Browse...**. The **File Upload** window (Figure 10) is displayed. Select **Text[* .txt]** in the **Files of Type** field before you begin your search. Then select the upload file.

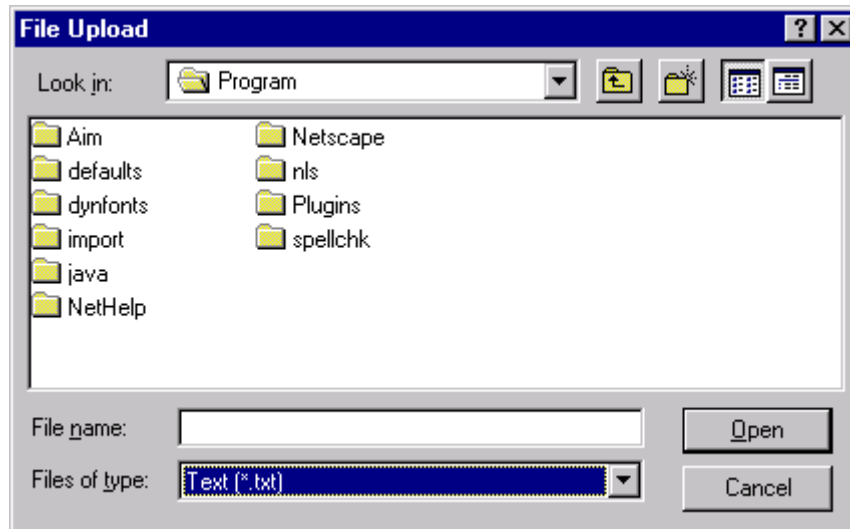




Figure 10: File Upload Window

3. When the desired file appears in the File name field, click  . The Upload File to Server window (Figure 9) is displayed again. The path and name for the selected file should appear in the Browse field.
4. Click  . The **DVOP Quarterly Report** form is displayed (Figure 11).

VETS-200 (A) _____ DVOP Quarterly Report		U.S. Department of Labor						
DRAFT 9/27/01		Veterans' Employment and Training Service						
State : ME	Program Year		Quarter				OMB Approval No. Expiration Date :	
	A.	B.	C.	D.	E.	F.	G.	H.
Current Reporting Period Data	Total Applicants	Total Veterans & Eligible Persons	Vietnam Era Veterans	Campaign Badge Veterans	Disabled Veterans	Special Disabled Vets	Newly Separated Veterans	Female Veterans
1 Total Applicants	2999	160	0	36	2	0	0	19
2 Male	2817	149	0	30	1	0	0	
3 Female	176	19	0	6	1	0	0	
4 19-44	1479	85	0	14	2	0	0	11
5 45-54	982	61	0	16	0	0	0	8
6 55 And Over	522	21	0	0	0	0	0	0
a. Services Provided								
7 Received Staff Assisted Services	3464	216	0	45	3	0	0	25
8 Received Career Guidance	0	0	0	0	0	0	0	0
9 Provided Case Mgmt. Services	49	16	0	1	0	0	0	4
10 Referred to Federal Training	136	13	0	1	0	0	0	1
11 Referred to WIA Services	19	3	0	2	0	0	0	1
12 Referred to Support Services	600	35	0	11	0	0	0	4
13 Received Job Search Activities	2213	145	0	30	1	0	16	16
14 Referred to Employment	1198	88	0	17	1	0	0	15
15 Referred to Federal Job	0	0	0	0	0	0	0	0
16 Referred to FCJL Job			0	0		0		
b. Results And Outcomes								
17 Entered Employment	824	45	0	10	0	0	0	1
18 Entered Employment Rate Base	1245	71	0	15	0	0	0	3
19 Entered Employment Rate	66	63	0	67	0	0	0	33
20 Employment Retention At Six Months		30	0	2	0	0	0	1
21 Employment Retention At Six Months Base		37	0	4	0	0	0	1
22 Employment Retention At Six Months Rate		81	0	50	0	0	0	100
23 Entered Employment Following Staff Assisted Services		46	0	9	0	0	0	1
24 Entered Employment Following S/A Services Base		61	0	10	0	0	0	3
25 Entered Employment Following S/A Services Rate		75	0	90	0	0	0	33
26 Entered Employment Following Case Management		3	0	0	0	0	0	0
27 Entered Employment Following Case Management Base		4	0	0	0	0	0	0
28 Entered Employment Following Case Management Rate		75	0	0	0	0	0	0
29 Federal Training Placements	6	0	0	0	0	0	0	0
30 Placed in Federal Job	0	0	0	0	0	0	0	0
31 Placed in FCJL Job			0	0			0	
32 Job Seeker Satisfaction Score*								
<p>VETS is exploring the feasibility of developing a JSSS. At this time, this line is a placeholder. There is no reporting required.</p> <p>Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's obligation to reply to these requirements are mandatory as required by 38 U.S.C 4107 and 4212. Public reporting burden for this collection of information is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Veterans Employment and Training Service, S-131 6, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0240).</p> <p>VETS-200(A)</p> <p>Please enter your PIN here : <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Submit"/></p>								

Figure 11: DVOP Quarterly Report Form

- To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (Figure 12).

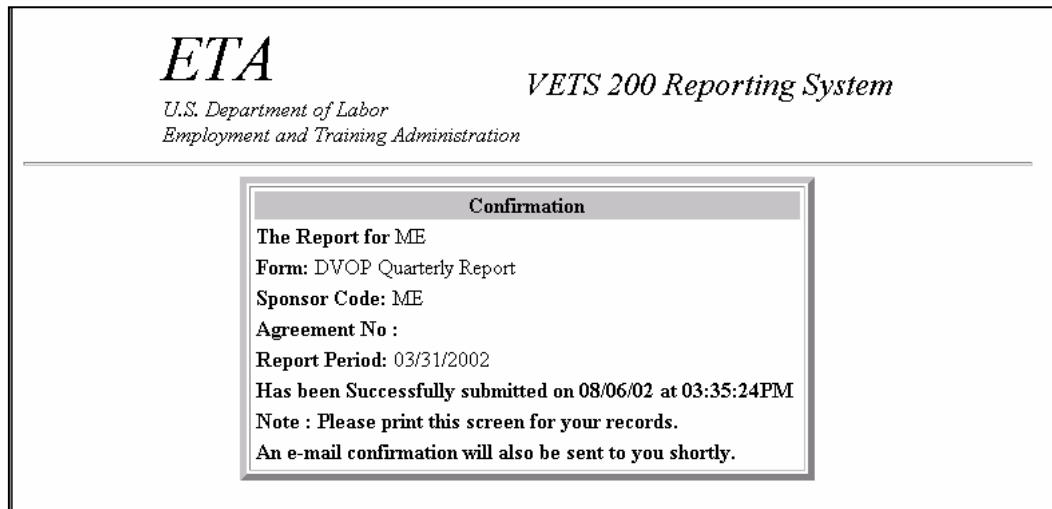

The screenshot shows a web page for the ETA VETS 200 Reporting System. At the top left is the ETA logo with the text 'U.S. Department of Labor' and 'Employment and Training Administration' below it. To the right is the title 'VETS 200 Reporting System'. A horizontal line separates the header from the main content. In the center, there is a box titled 'Confirmation' with a grey header. Inside this box, the following text is displayed: 'The Report for ME', 'Form: DVOP Quarterly Report', 'Sponsor Code: ME', 'Agreement No :', 'Report Period: 03/31/2002', 'Has been Successfully submitted on 08/06/02 at 03:35:24PM', 'Note : Please print this screen for your records.', and 'An e-mail confirmation will also be sent to you shortly.'

Figure 12: Confirmation Message

Submit Data Manually

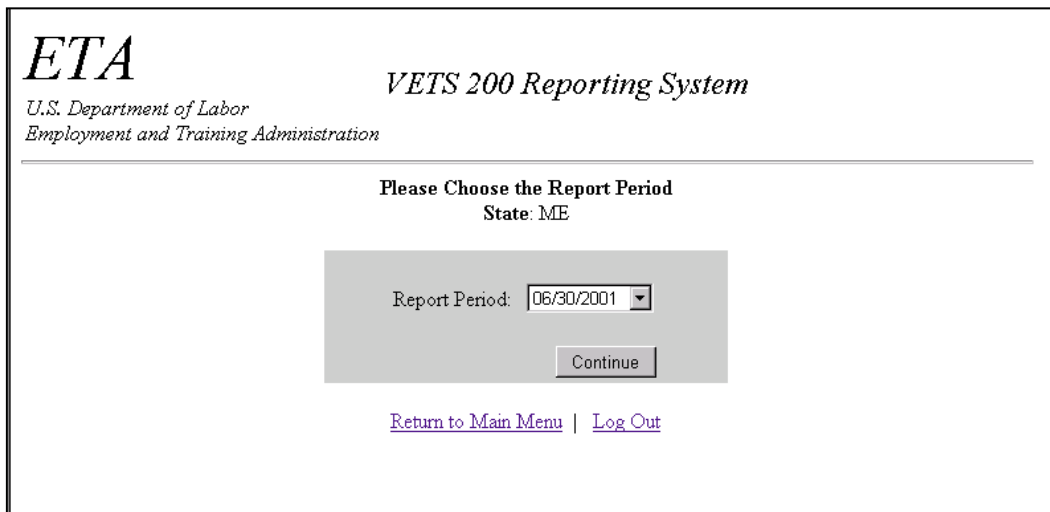
1. **To enter report data manually**, click Submit your data manually in the **Data Submission Options** window (Figure 8). The **Quarterly Report** form is displayed.
2. Type the report data into the appropriate fields. All fields must have a valid numerical entry. If there is no data for a field, a zero must be entered. Press the **Tab** key to move from field to field. The **Reports Comments** field is the only field that accepts text.
3. After you type all the report data, print a copy of the report to review for accuracy and to file in your records.
4. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (See Figure 12).

Enter VETS LVER Report (Form 200B)

Access VETS LVER Report

Follow the steps below to access the **VETS LVER** Report

1. To access VETS 200 forms, you must first access the reporting system's **Choose Report Program** window (Figure 3). See **Access Labor Exchange 9002/VETS 200 Reporting System** above.
2. Click **VETS 200 Forms** in the **Choose Report Program** window. The **Choose Report Period** window (Figure 13) is displayed.



The screenshot shows the 'VETS 200 Reporting System' interface. At the top left is the 'ETA' logo with the text 'U.S. Department of Labor' and 'Employment and Training Administration' below it. To the right of the logo is the title 'VETS 200 Reporting System'. Below the title is a horizontal line. Under the line, the text 'Please Choose the Report Period' is centered, followed by 'State: ME'. Below this is a gray rectangular box containing a 'Report Period:' label, a dropdown menu showing '06/30/2001', and a 'Continue' button. At the bottom of the page are two links: 'Return to Main Menu' and 'Log Out'.

Figure 13: Choose Report Period Window

3. Click the arrow at the end of the **Report Period** field and select the desired date, then click **Continue**. If your report submissions are up to date, the **Form Selection** window (Figure 14) is displayed. Continue to step 4. If you get an error message, see **Note A** above.

The screenshot shows the 'Form Selection' window of the VETS 200 Reporting System. At the top left is the 'ETA' logo with the text 'U.S. Department of Labor' and 'Employment and Training Administration' below it. To the right of the logo is the title 'VETS 200 Reporting System'. Below the title is a horizontal line. In the center of the window, the text 'Form Selection' is displayed. Below this, the 'State' is set to 'ME' and the 'Report Quarter' is '12/31/2001'. There are three buttons stacked vertically: 'DVOP (VETS 200A)', 'LVER (VETS 200B)', and 'DVOP/LVER (VETS 200C)'. At the bottom of the window, there are two links: 'Return to Main Menu' and 'Log Out'.

ETA
U.S. Department of Labor
Employment and Training Administration

VETS 200 Reporting System

Form Selection

State: ME
Report Quarter: 12/31/2001

DVOP (VETS 200A)
LVER (VETS 200B)
DVOP/LVER (VETS 200C)

[Return to Main Menu](#) | [Log Out](#)

Figure 14: Form Selection Window

- Click **LVER (VETS 200B)** in the **Form Selection** window. The **Data Submission Options** window is displayed (Figure 15).

The screenshot shows the 'Data Submission Options' window. At the top left is the 'ETA' logo with the text 'U.S. Department of Labor' and 'Employment and Training Administration' below it. To the right of the logo is the title 'VETS 200 Reporting System'. Below the title is a horizontal line. In the center of the window, the text 'Please Select Method to Submit Your Data' is displayed. Below this, the 'Form Name' is 'DVOP', the 'State' is 'ME', and the 'Report Quarter' is '12/31/2001'. There are two bullet points with links: 'Submit your data by uploading a file' and 'Submit your data manually'. At the bottom of the window, there are two links: 'Return to Main Menu' and 'Log Out'.

ETA
U.S. Department of Labor
Employment and Training Administration

VETS 200 Reporting System

Please Select Method to Submit Your Data

Form Name: DVOP
State: ME
Report Quarter: 12/31/2001

- [Submit your data by uploading a file](#)
- [Submit your data manually](#)

[Return to Main Menu](#) | [Log Out](#)

Figure 15: DVOP Data Submission Options Window

Enter/Submit VETS LVER Report

You may submit the **VETS LVER** Report by uploading a data file or by entering the data manually.

Submit Data by Uploading File

1. To use the upload data option, click Submit your data by uploading a file in the **Data Submission Options** window. The **Upload File to Server** window (Figure 16) is displayed.

The screenshot shows the 'VETS 200 Reporting System' interface. At the top left is the 'ETA' logo with the text 'U.S. Department of Labor' and 'Employment and Training Administration'. To the right of the logo is the title 'VETS 200 Reporting System'. Below the title, the following information is displayed: 'Form Name: LVER (VETS 200 B)', 'State: ME', and 'Report Quarter: 03/31/2002'. The main area of the window contains a grey box with the instruction: 'To upload data, type in your filename (include complete path) or browse your system for the file:'. Inside this box, there is a text input field containing 'C:\ My Documents\Labo', a 'Browse...' button, and an 'Upload the File' button. Below the grey box, centered, is the text '-OR-'. At the bottom of the window, there is a button labeled 'Submit Zero data for this Quarter'.

Figure 16: Upload File to Server Window

2. If you know the path name of the upload file, type it in the field; if you do not, click **Browse...**. The **File Upload** window (Figure 17) is displayed. Select **Text[* .txt]** in the **Files of Type** field before you begin your search. Then select the upload file.

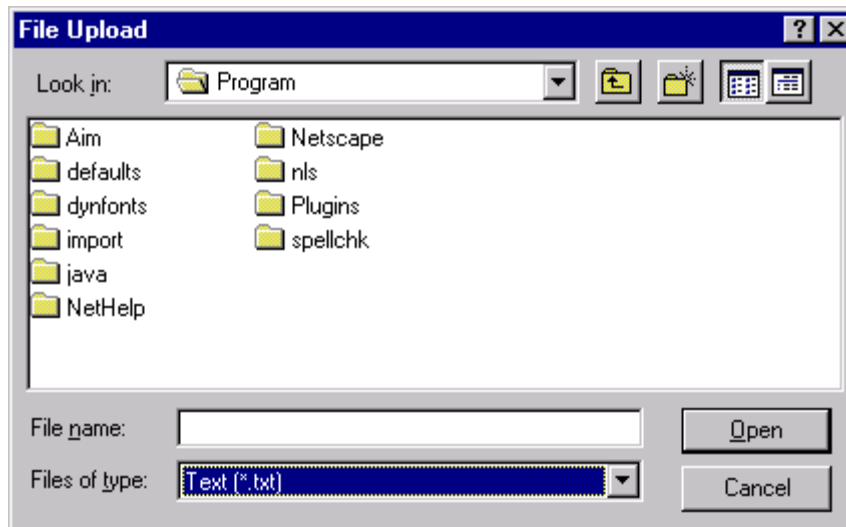
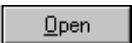



Figure 17: File Upload Window

3. When the desired file appears in the File name field, click  . The Upload File to Server window (Figure 16) is displayed again. The path and name for the selected file should appear in the Browse field.
4. Click  . The **LVER Quarterly Report** form is displayed (Figure 18).

VETS-200 (B) _____ LVER Quarterly Report		U.S. Department of Labor							
DRAFT 9/27/01		Veterans' Employment and Training Service							
State : ME	Program Year		Quarter				OMB Approval No. Expiration Date :		
	A. Total Applicants	B. Total Veterans & Eligible Persons	C. Vietnam Era Veterans	D. Campaign Badge Veterans	E. Disabled Veterans	F. Special Disabled Vets	G. Newly Separated Veterans	H. Female Veterans	
Current Reporting Period Data									
1 Total Applicants	7407	492	0	120	6	0	0	61	
2 Male	6815	430	0	104	4	0	0		
3 Female	662	61	0	16	1	0	0		
4 19-44	4020	266	0	60	4	0	0	52	
5 45-54	2234	162	0	41	0	0	0	7	
6 55 And Over	1194	61	0	0	1	0	0	2	
a. Services Provided									
7 Received Staff Assisted Services	3207	609	0	146	6	0	0	71	
8 Received Career Guidance	0	0	0	0	0	0	0	0	
9 Provided Case Mgmt. Services	175	29	0	4	0	0	0	7	
10 Referred to Federal Training	32	9	0	3	0	0	0	2	
11 Referred to WIA Services	119	9	0	0	0	0	0	2	
12 Referred to Support Services	1750	157	0	41	1	0	0	21	
13 Received Job Search Activities	6171	424	0	102	2	0	49	49	
14 Referred to Employment	3252	229	0	51	1	0	0	29	
15 Referred to Federal Job	0	0	0	0	0	0	0	0	
16 Referred to FCJL Job			0	0		0			
b. Results And Outcomes									
17 Entered Employment	1790	102	0	16	1	0	0	18	
18 Entered Employment Rate Base	2912	179	0	35	2	0	0	25	
19 Entered Employment Rate	61	57	0	46	50	0	0	72	
20 Employment Retention At Six Months		72	0	17	1	0	0	14	
21 Employment Retention At Six Months Base		83	0	21	1	0	0	17	
22 Employment Retention At Six Months Rate		87	0	81	100	0	0	82	
23 Entered Employment Following Staff Assisted Services		110	0	10	1	0	0	10	
24 Entered Employment Following S/A Services Base		186	0	32	2	0	0	23	
25 Entered Employment Following S/A Services Rate		63	0	56	50	0	0	78	
26 Entered Employment Following Case Management		12	0	1	0	0	0	2	
27 Entered Employment Following Case Management Base		20	0	2	0	0	0	3	
28 Entered Employment Following Case Management Rate		60	0	50	0	0	0	67	
29 Federal Training Placements	19	2	0	0	0	0	0	0	
30 Placed in Federal Job	0	0	0	0	0	0	0	0	
31 Placed in FCJL Job			0	0		0			
32 Job Seeker Satisfaction Score*									

VETS is exploring the feasibility of developing a JSSS. At this time, this line is a placeholder. There is no reporting required.

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's obligation to reply to these requirements are mandatory as required by 38 U.S.C 4107 and 4212. Public reporting burden for this collection of information is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Veterans Employment and Training Service, S-131 6, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0240). VETS-200(B)

Please enter your PIN here :

Figure 18: LVER Quarterly Report Form

- To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (Figure 19).

The screenshot shows a web browser window with the title "VETS 200 Reporting System". In the top left corner, the logo "ETA" is displayed, followed by "U.S. Department of Labor" and "Employment and Training Administration". The main content area features a confirmation message box with a grey header labeled "Confirmation". The message text reads: "The Report for ME", "Form: LVER Quarterly Report", "Sponsor Code: ME", "Agreement No :", "Report Period: 03/31/2002", "Has been Successfully submitted on 08/17/02 at 02:55:51PM", "Note : Please print this screen for your records.", and "An e-mail confirmation will also be sent to you shortly.". At the bottom of the message box, there are two links: "Return to Main Menu" and "Log Out".

Figure 19: Confirmation Message

Submit Data Manually

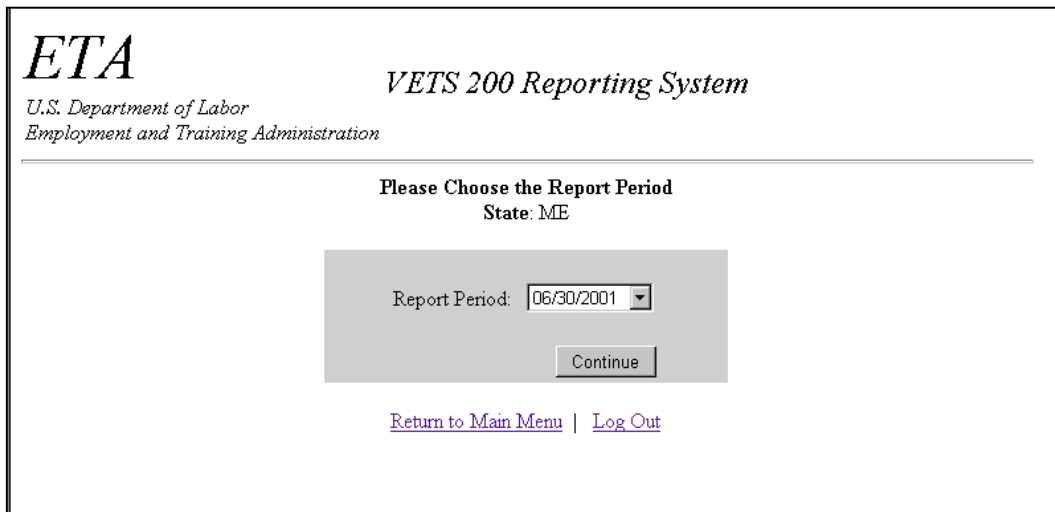
1. To enter report data manually, click Submit your data manually in the **Data Submission Options** window (Figure 15). The **Quarterly Report** form is displayed.
2. Type the report data into the appropriate fields. All fields must have a valid numerical entry. If there is no data for a field, a zero must be entered. Press the **Tab** key to move from field to field. The **Reports Comments** field is the only field that accepts text.
3. After you type all the report data, print a copy of the report to review for accuracy and to file in your records.
4. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (See Figure 19).

Enter VETS DVOP/LVER (Form 200C)

Access VETS DVOP/LVER Report

Follow the steps below to access the **VETS DVOP/LVER** Report.

1. To access VETS 200 forms, you must first access the reporting system's **Choose Report Program** window (Figure 3). See **Access Labor Exchange 9002/VETS 200 Reporting System** above.
2. Click **VETS 200 Forms** in the **Choose Report Program** window. The **Choose Report Period** window (Figure 20) is displayed.



The screenshot shows the 'VETS 200 Reporting System' interface. At the top left is the ETA logo with the text 'U.S. Department of Labor' and 'Employment and Training Administration'. To the right of the logo is the title 'VETS 200 Reporting System'. Below the title, a horizontal line separates the header from the main content area. The main content area has the heading 'Please Choose the Report Period' and 'State: ME'. In the center, there is a light gray box containing a 'Report Period:' label, a dropdown menu showing '06/30/2001', and a 'Continue' button. Below this box, there are two links: 'Return to Main Menu' and 'Log Out'.

Figure 20: Choose Report Period Window

3. Click the arrow at the end of the **Report Period** field and select the desired date, then click **Continue**. If your report submissions are up to date, the **Form Selection** window (Figure 21) is displayed. Continue to step 4. If you get an error message, see **Note A** above.

The screenshot shows the 'Form Selection' window of the VETS 200 Reporting System. At the top left is the 'ETA' logo with the text 'U.S. Department of Labor' and 'Employment and Training Administration' below it. To the right is the title 'VETS 200 Reporting System'. Below the title is a horizontal line. In the center, the text 'Form Selection' is displayed. Below this, the 'State' is set to 'ME' and the 'Report Quarter' is '12/31/2001'. There are three stacked buttons: 'DVOP (VETS 200A)', 'LVER (VETS 200B)', and 'DVOP/LVER (VETS 200C)'. At the bottom, there are two links: 'Return to Main Menu' and 'Log Out'.

ETA
U.S. Department of Labor
Employment and Training Administration

VETS 200 Reporting System

Form Selection

State: ME
Report Quarter: 12/31/2001

DVOP (VETS 200A)
LVER (VETS 200B)
DVOP/LVER (VETS 200C)

[Return to Main Menu](#) | [Log Out](#)

Figure 21: Form Selection Window

- Click **DVOP/LVER (VETS 200C)** in the **Form Selection** window. The **Data Submission Options** window is displayed (Figure 22).

The screenshot shows the 'Data Submission Options' window. At the top left is the 'ETA' logo with the text 'U.S. Department of Labor' and 'Employment and Training Administration' below it. To the right is the title 'VETS 200 Reporting System'. Below the title is a horizontal line. In the center, the text 'Please Select Method to Submit Your Data' is displayed. Below this, the 'Form Name' is 'DVOP/LVER', the 'State' is 'ME', and the 'Report Quarter' is '03/31/2002'. There are two bullet points: 'Submit your data by uploading a file' and 'Submit your data manually'. At the bottom, there are two links: 'Return to Main Menu' and 'Log Out'.

ETA
U.S. Department of Labor
Employment and Training Administration

VETS 200 Reporting System

Please Select Method to Submit Your Data

Form Name: DVOP/LVER
State: ME
Report Quarter: 03/31/2002

- [Submit your data by uploading a file](#)
- [Submit your data manually](#)

[Return to Main Menu](#) | [Log Out](#)

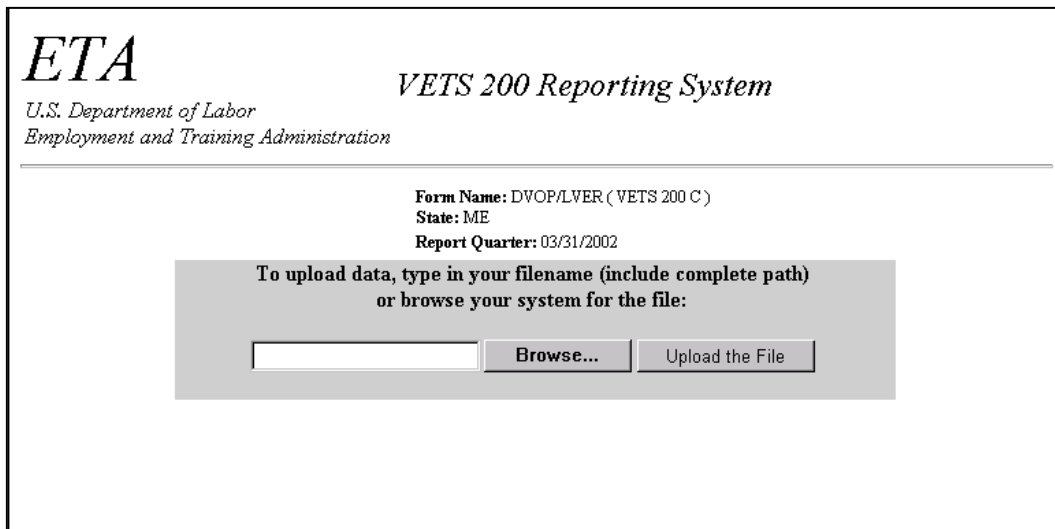
Figure 22: DVOP/LVER Data Submission Options Window

Enter/Submit VETS DVOP/LVER Report

You may submit the **DVOP/LVER** Report by uploading a data file or by entering the data manually.

Submit Data by Uploading File

1. To use the upload data option, click Submit your data by uploading a file in the **Data Submission Options** window. The **Upload File to Server** window (Figure 23) is displayed.



The screenshot shows a web interface for the VETS 200 Reporting System. At the top left is the ETA logo with the text "U.S. Department of Labor" and "Employment and Training Administration". To the right is the title "VETS 200 Reporting System". Below the title, the following information is displayed: "Form Name: DVOP/LVER (VETS 200 C)", "State: ME", and "Report Quarter: 03/31/2002". In the center, there is a gray box with the instruction: "To upload data, type in your filename (include complete path) or browse your system for the file:". Below this instruction is a text input field, a "Browse..." button, and an "Upload the File" button.

Figure 23: Upload File to Server Window

2. If you know the path name of the upload file, type it in the field; if you do not, click **Browse...**. The **File Upload** window (Figure 24) is displayed. Select **Text[* .txt]** in the **Files of Type** field before you begin your search. Then select the upload file.

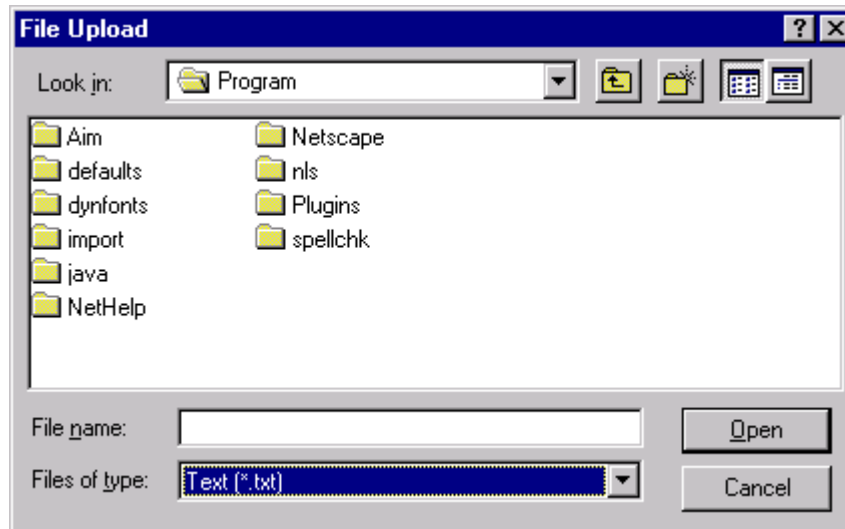
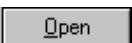



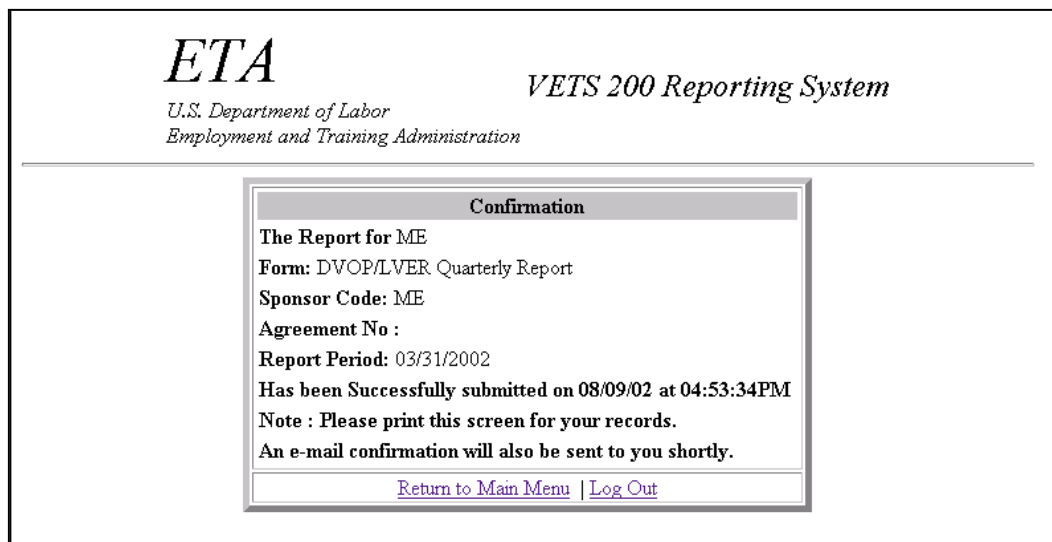
Figure 24: File Upload Window

3. When the desired file appears in the File name field, click  . The Upload File to Server window (Figure 23) is displayed again. The path and name for the selected file should appear in the Browse field.
4. Click  . The **DVOP/LVER Quarterly Report** form is displayed (Figure 25).

VETS-200 (C) _____ DVOP/LVER Quarterly Report			U.S. Department of Labor					
DRAFT 9/27/01			Veterans' Employment and Training Service					
State : ME	Program Year		Quarter				OMB Approval No. Expiration Date :	
	A. Total Applicants	B. Total Veterans & Eligible Persons	C. Vietnam Era Veterans	D. Campaign Badge Veterans	E. Disabled Veterans	F. Special Disabled Vets	G. Newly Separated Veterans	H. Female Veterans
Current Reporting Period Data								
1 Total Applicants	10486	660	0	156	7	0	0	80
2 Male	9632	579	0	134	5	0	0	
3 Female	838	80	0	22	2	0	0	
4 19-44	5507	351	0	74	6	0	0	63
5 45-54	3216	223	0	57	0	0	0	15
6 55 And Over	1716	82	0	0	1	0	0	2
a. Services Provided								
7 Received Staff Assisted Services	11620	731	0	170	7	0	0	88
8 Received Career Guidance	0	0	0	0	0	0	0	0
9 Provided Case Mgmt. Services	218	41	0	4	0	0	0	9
10 Referred to Federal Training	228	22	0	4	0	0	0	3
11 Referred to WIA Services	138	12	0	2	0	0	0	3
12 Referred to Support Services	2317	186	0	51	1	0	0	23
13 Received Job Search Activities	8073	541	0	126	2	0	60	60
14 Referred to Employment	4236	304	0	67	2	0	0	43
15 Referred to Federal Job	0	0	0	0	0	0	0	0
16 Referred to FCJL Job			0	0		0	0	
b. Results And Outcomes								
17 Entered Employment	2418	133	0	22	1	0	0	19
18 Entered Employment Rate Base	3865	226	0	45	2	0	0	28
19 Entered Employment Rate	63	59	0	49	50	0	0	68
20 Employment Retention At Six Months		102	0	19	1	0	0	15
21 Employment Retention At Six Months Base		120	0	25	1	0	0	18
22 Employment Retention At Six Months Rate		85	0	76	100	0	0	83
23 Entered Employment Following Staff Assisted Services		135	0	22	1	0	0	19
24 Entered Employment Following S/A Services Base		211	0	37	2	0	0	26
25 Entered Employment Following S/A Services Rate		64	0	59	50	0	0	73
26 Entered Employment Following Case Management		15	0	1	0	0	0	2
27 Entered Employment Following Case Management Base		24	0	2	0	0	0	3
28 Entered Employment Following Case Management Rate		63	0	50	0	0	0	67
29 Federal Training Placements	25	2	0	0	0	0	0	0
30 Placed in Federal Job	0	0	0	0	0	0	0	0
31 Placed in FCJL Job			0	0		0	0	
32 Job Seeker Satisfaction Score*								
<p>VETS is exploring the feasibility of developing a JSSS. At this time, this line is a placeholder. There is no reporting required.</p> <p>Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's obligation to reply to these requirements are mandatory as required by 38 U.S.C 4107 and 4212. Public reporting burden for this collection of information is estimated to average one hour per response, including the time for reviewing instructions , searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Veterans Employment and Training Service, S-131 6, W ashington, D.C. 20210 (Paperwork Reduction Project 1205-0240). VETS-200(C)</p> <p>Please enter your PIN here : <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Submit"/></p>								

Figure 25: DVOP/LVER Quarterly Report Form

- To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (Figure 26).

The image shows a confirmation message window from the ETA VETS 200 Reporting System. The window has a title bar that says "Confirmation". Inside, the text reads: "The Report for ME", "Form: DVOP/LVER Quarterly Report", "Sponsor Code: ME", "Agreement No :", "Report Period: 03/31/2002", "Has been Successfully submitted on 08/09/02 at 04:53:34PM", "Note : Please print this screen for your records.", and "An e-mail confirmation will also be sent to you shortly." At the bottom, there are two links: "Return to Main Menu" and "Log Out".

ETA
*U.S. Department of Labor
Employment and Training Administration*

VETS 200 Reporting System


Confirmation

The Report for ME
Form: DVOP/LVER Quarterly Report
Sponsor Code: ME
Agreement No :
Report Period: 03/31/2002
Has been Successfully submitted on 08/09/02 at 04:53:34PM
Note : Please print this screen for your records.
An e-mail confirmation will also be sent to you shortly.

[Return to Main Menu](#) | [Log Out](#)

Figure 26: Confirmation Message

Submit Data Manually

1. To enter report data manually, click Submit your data manually in the **Data Submission Options** window (Figure 22). The **Quarterly Report** form is displayed.
2. Type the report data into the appropriate fields. All fields must have a valid numerical entry. If there is no data for a field, a zero must be entered. Press the **Tab** key to move from field to field. The **Reports Comments** field is the only field that accepts text.
3. After you type all the report data, print a copy of the report to review for accuracy and to file in your records.
4. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (See Figure 26).

Enter Labor Exchange Service to Job Seeker Report (Form 9002A)

Access Labor Exchange Service to Job Seeker Report

Follow the steps below to access the **Labor Exchange Service to Job Seeker Report**.


1. To access VETS 200 forms, you must first access the reporting system's **Choose Report Program** window (Figure 3). See **Access Labor Exchange 9002/VETS 200 Reporting System** above.
2. Click **Labor Exchange 9002 Forms** in the **Choose Report Program** window. The **Choose Report Period** window (Figure 27) is displayed.

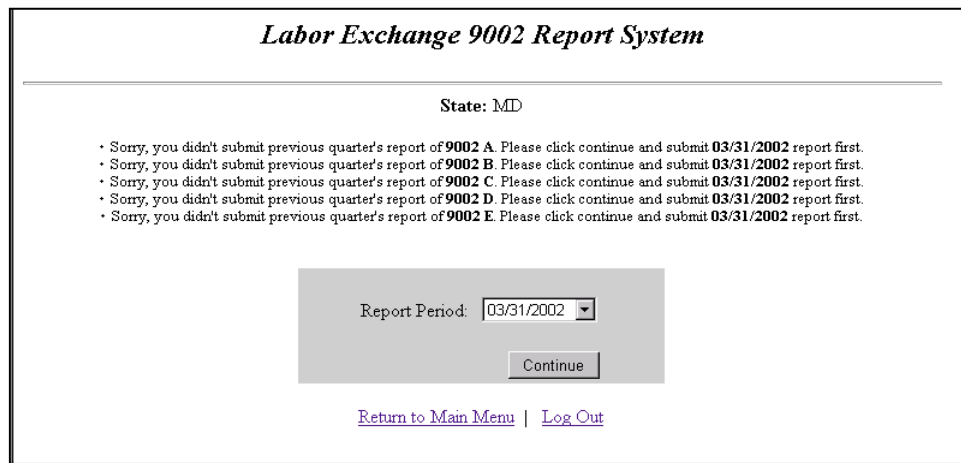
The screenshot shows the 'Choose Report Period' window of the Labor Exchange 9002 Reporting System. The header includes the ETA logo and the text 'U.S. Department of Labor Employment and Training Administration'. The title is 'Labor Exchange 9002 Reporting System'. The main instruction is 'Please Choose the Report Period' with 'State: MD' below it. A central box contains a 'Report Period:' label, a dropdown menu showing '12/31/2001', and a 'Continue' button. At the bottom, there are two links: 'Return to Main Menu' and 'Log Out'.

Figure 27: Choose Report Period Window

3. Click the arrow at the end of the **Report Period** field and select the desired date, then click **Continue**. If your report submissions are up to date, the **Form Selection** window (Figure 30) is displayed. Continue to step 4. If you get an error message, see **Note B** below.

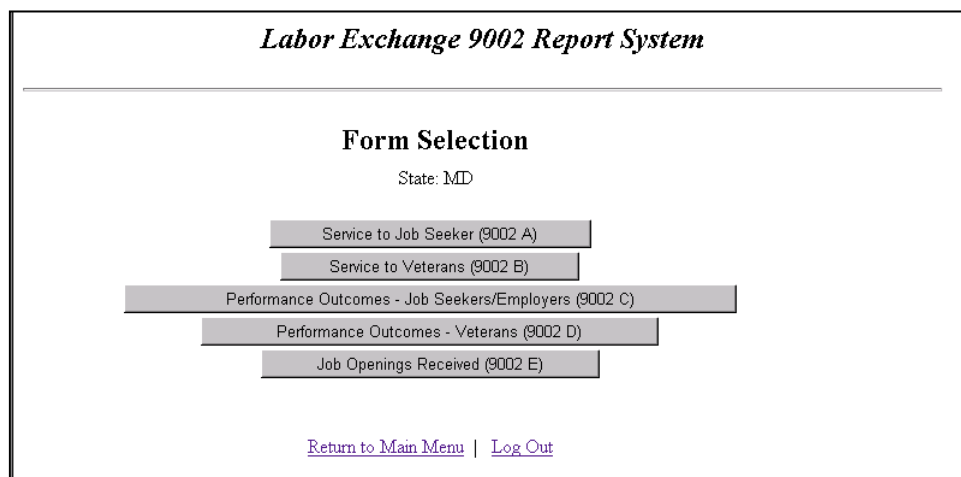
Note B: You must submit Labor Exchange 9002 quarterly reports in order. If you fail to select the correct quarter in the step above, an error message (Figure 28) and a follow-up message (Figure 29) are displayed.

The error message tells you what reports must be filed. Click  in the error message window to view the follow-up message, which guides you through the process of filing the missing reports.



The screenshot shows a web window titled "Labor Exchange 9002 Report System". Below the title bar, it says "State: MD". A list of five error messages is displayed, each starting with "Sorry, you didn't submit previous quarter's report of 9002 [A-E]. Please click continue and submit 03/31/2002 report first." Below the list is a "Report Period:" label followed by a dropdown menu showing "03/31/2002" and a "Continue" button. At the bottom, there are two links: "Return to Main Menu" and "Log Out".

Figure 28: Labor Exchange 9002 Report Selection Error Message



The screenshot shows a web window titled "Labor Exchange 9002 Report System". Below the title bar, it says "Form Selection" and "State: MD". A series of five buttons are displayed, each representing a different report type: "Service to Job Seeker (9002 A)", "Service to Veterans (9002 B)", "Performance Outcomes - Job Seekers/Employers (9002 C)", "Performance Outcomes - Veterans (9002 D)", and "Job Openings Received (9002 E)". At the bottom, there are two links: "Return to Main Menu" and "Log Out".

Figure 29: Labor Exchange 9002 Error Follow-Up Window

Labor Exchange 9002 Report System

Form Selection

State: MD

Service to Job Seeker (9002 A)

Service to Veterans (9002 B)

Performance Outcomes - Job Seekers/Employers (9002 C)

Performance Outcomes - Veterans (9002 D)

Job Openings Received (9002 E)

[Return to Main Menu](#) | [Log Out](#)

Figure 30: Form Selection Window

4. Click Service to Job Seeker (9002 A) in the **Form Selection** window. The **Data Submission Options** window is displayed (Figure 31).

ETA

*U.S. Department of Labor
Employment and Training Administration*

Labor Exchange 9002 Reporting System

Please Select Method to Submit Your Data

Form Name: Service to Job Seeker (9002 A)
State: MD

- [Submit your data by uploading a file](#)
- [Submit your data manually](#)

[Return to Main Menu](#) | [Log Out](#)

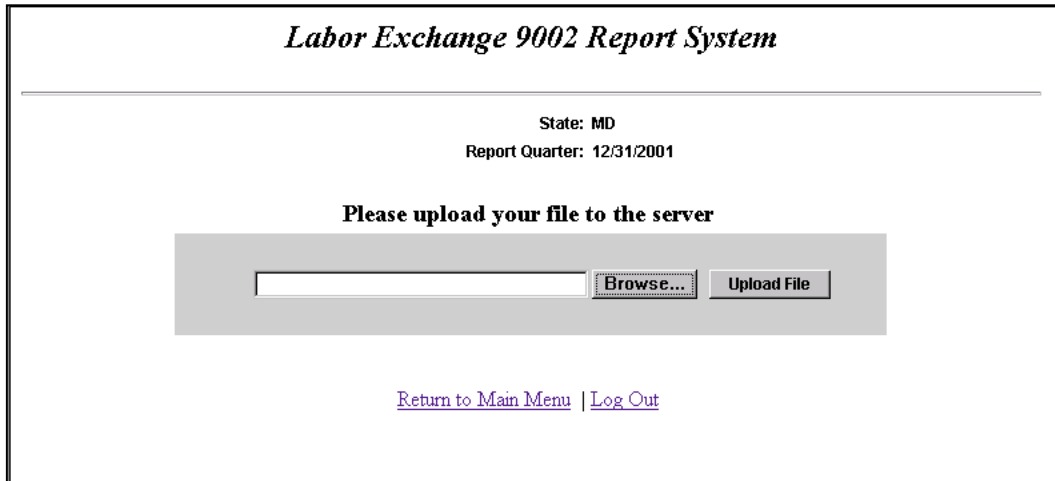
Figure 31: Service to Job Seeker Data Submission Options Window

Enter/Submit Labor Exchange Service to Job Seeker Report

You may submit the **Labor Exchange Service to Job Seeker Report** by uploading a data file or by entering the data manually.

Submit Data by Uploading File

1. To use the upload data option, click Submit your data by uploading a file in the **Data Submission Options** window (Figure 31). The **Upload File to Server** window (Figure 32) is displayed.



The screenshot shows a web application window titled "Labor Exchange 9002 Report System". Below the title bar, there is a horizontal line. Underneath the line, the text "State: MD" and "Report Quarter: 12/31/2001" is displayed. Below this, the instruction "Please upload your file to the server" is centered. A light gray rectangular box contains a text input field, a "Browse..." button, and an "Upload File" button. At the bottom of the window, there are two links: "Return to Main Menu" and "Log Out".

Figure 32: Upload File to Server Window

2. If you know the path name of the upload file, type it in the field; if you do not, click **Browse...**. The **File Upload** window (Figure 33) is displayed. Select **Text[* .txt]** in the **Files of Type** field before you begin your search. Then select the upload file.

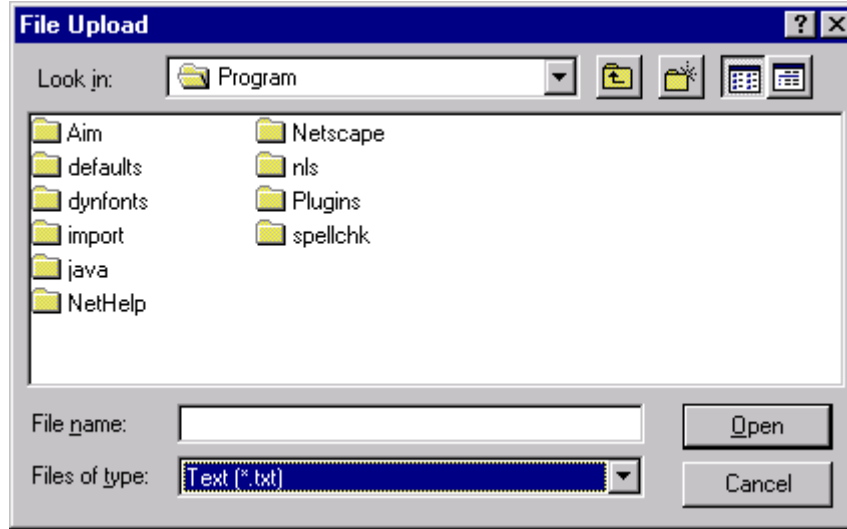


Figure 33: File Upload Window

3. When the desired file appears in the **File name** field, click . The **Upload File to Server** window (Figure 32) is displayed again. The path and name for the selected file should appear in the **Browse** field.
4. Click . The **Service to Job Seekers Quarterly Report** form is displayed (Figure 34).

Labor Exchange 9002 Report System

**ETA 9002 A Quarterly Report
Service to Job Seeker**

State: MD		Report Due: 03/31/2002 Report Period: 12/31/2001																OMB No. 1206-0240 Expires: 03/31/2002		
Cumulative for Four Quarters Ending mm-dd-yyyy	A	B		C	D		E							F				G	H	I
	Total Job Seekers	Employment Status at Registration		Eligible Claimant	Hispanic or Latino		Race							Education				Persons w/ Disability	MSFW	Dislocated Workers
		Employed	Unemployed	Total	Yes	No	American Indian or Alaska Native	Asian	Black or African- American	Hawaiian Native or other Pacific Islander	White	More Than one Race	Other	In- School	Not High School Graduate	High School Graduate or GED	Post Secondary Degree or Certification			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1 Total Active Job Seekers	110	75	35	25	25	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
2 Veterans_and_Eligible_Persons	88	75	13	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
3 MSFW	72	50	22	17	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
4 Interstate	28	25	3	8	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
5 Male	65	50	15	20	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
6 Female	35	25	10	5	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
7 Youth	5	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
8 Adult (19 and over)	80	55	25	20	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
9 19-44	40	30	10	15	4	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
10 45-54	30	20	10	2	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
11 55 and over	10	5	5	3	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
12 Referred Staff-Assisted Services	5	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
13 Career Guidance	5	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
14 Job Search Activities	5	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
15 Referred to Employment	5	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
16 Referred to WIA Services	5	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
17 Referred to Support Services	5	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Reports Comments: <input type="text"/>																				
Your PIN Number: <input type="text"/>																				

Figure 34: Service to Job Seekers Quarterly Report Form

- To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click **Submit**. When the **Submit** is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (Figure 35).

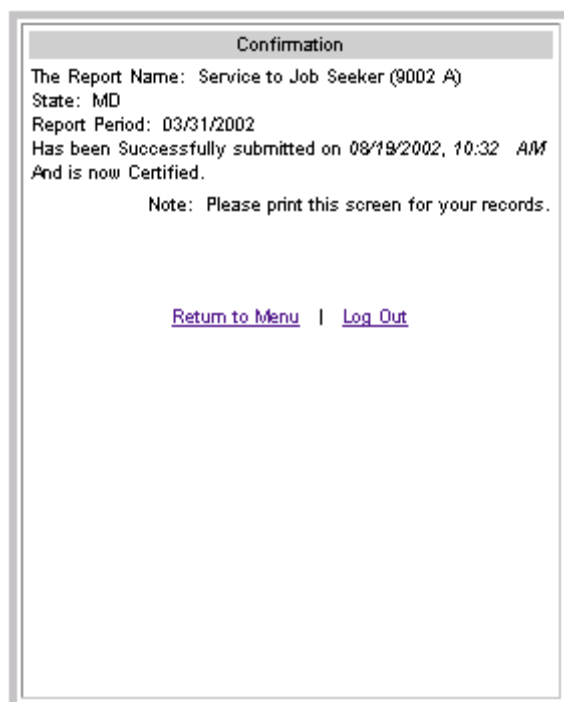


Figure 35: Confirmation Message

Submit Data Manually

1. To enter report data manually, click Submit your data manually in the **Data Submission Options** window (Figure 31). The **Quarterly Report** form is displayed.
2. Type the report data into the appropriate fields. All fields must have a valid numerical entry. If there is no data for a field, a zero must be entered. Press the **Tab** key to move from field to field. The **Reports Comments** field is the only field that accepts text.
3. After you type all the report data, print a copy of the report to review for accuracy and to file in your records.
4. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (See Figure 35).

Enter Labor Exchange Service to Veterans Report (Form 9002B)

Access Labor Exchange Service to Veterans Report

Follow the steps below to access the **Labor Exchange Service to Veterans Report**.

1. To access Labor Exchange 9002 forms, you must first access the reporting system's **Choose Report Program** window (Figure 3). See **Access Labor Exchange 9002/VETS 200 Reporting System** above.
2. Click **Labor Exchange 9002 Forms** in the **Choose Report Program** window. The **Choose Report Period** window (Figure 36) is displayed.

The screenshot shows the 'Labor Exchange 9002 Reporting System' interface. At the top left is the 'ETA' logo with the text 'U.S. Department of Labor' and 'Employment and Training Administration' below it. To the right of the logo is the title 'Labor Exchange 9002 Reporting System'. Below the title is a horizontal line. Under the line, the text 'Please Choose the Report Period' is centered, followed by 'State: MD'. In the center of the window is a gray box containing the text 'Report Period: 12/31/2001' with a dropdown arrow on the right. Below this text is a 'Continue' button. At the bottom of the window, there are two links: 'Return to Main Menu' and 'Log Out'.

Figure 36: Choose Report Period Window

3. Click the arrow at the end of the **Choose Report Period** field and select the desired date, then click **Continue**. If your report submissions are up to date, the **Form Selection** window (Figure 37) is displayed. Continue to step 4. If you get an error message, see **Note B** above.

Labor Exchange 9002 Report System

Form Selection

State: MD

Service to Job Seeker (9002 A)

Service to Veterans (9002 B)

Performance Outcomes - Job Seekers/Employers (9002 C)

Performance Outcomes - Veterans (9002 D)

Job Openings Received (9002 E)

[Return to Main Menu](#) | [Log Out](#)

Figure 37: Form Selection Window

4. Click **Service to Veterans (9002 B)** in the **Form Selection** window. The **Data Submission Options** window is displayed (Figure 38).

ETA
U.S. Department of Labor
Employment and Training Administration

Labor Exchange 9002 Reporting System

Please Select Method to Submit Your Data

Form Name: Service to Veterans (9002 B)
State: MD

- [Submit your data by uploading a file](#)
- [Submit your data manually](#)

[Return to Main Menu](#) | [Log Out](#)

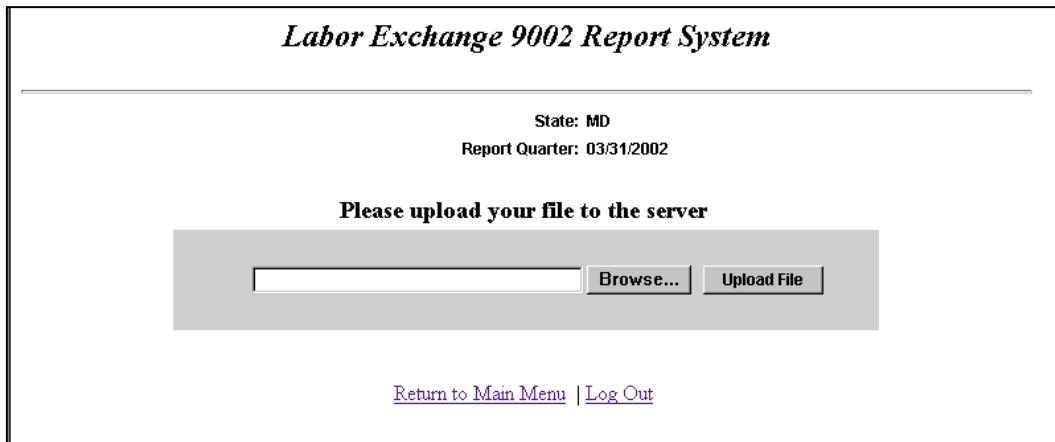
Figure 38: Service to Veterans Data Submission Options Window

Enter/Submit Labor Exchange Service to Veterans Report

You may submit the **Labor Exchange Service to Veterans** Report by uploading a data file or by entering the data manually.

Submit Data by Uploading File

1. To use the **upload data option**, click Submit your data by uploading a file in the **Data Submission Options** window (Figure 38). The **Upload File to Server** window (Figure 39) is displayed.



The screenshot shows a web interface titled "Labor Exchange 9002 Report System". Below the title, it displays "State: MD" and "Report Quarter: 03/31/2002". A central instruction reads "Please upload your file to the server". Below this is a grey rectangular box containing a text input field, a "Browse..." button, and an "Upload File" button. At the bottom of the window, there are two links: "Return to Main Menu" and "Log Out".

Figure 39: Upload File to Server Window

2. If you know the path name of the upload file, type it in the field; if you do not, click **Browse...**. The **File Upload** window (Figure 40) is displayed. Select **Text[* .txt]** in the **Files of Type** field before you begin your search. Then select the upload file.

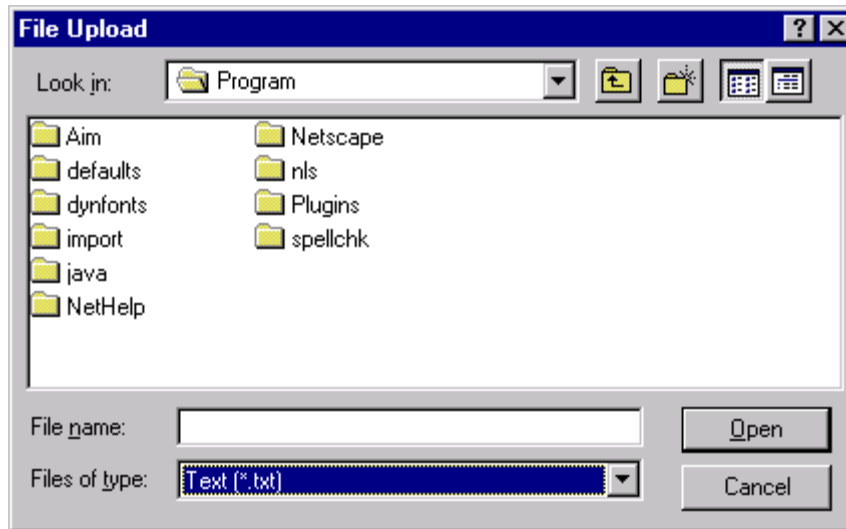


Figure 40: File Upload Window

3. When the desired file appears in the **File name** field, click . The **Upload File to Server** window (Figure 39) is displayed again. The path and name for the selected file should appear in the **Browse** field.
4. Click . The **Service to Veterans Quarterly Report** form is displayed (Figure 41).

Labor Exchange 9002 Report System

ETA 9002 B Quarterly Report
Service to Veterans

State: MD	Report Due: 06/30/2002 Report Period: 03/31/2002	OMB No. 1205-0240 Expires: 06/30/2002																			
Cumulative for Four Quarters Ending mm-dd-yyyy	A Total Veterans and Eligible Persons	B Campaign Veterans	C Vietnam Era Veterans	D Disabled Veterans	E Special Disabled Veterans	F Newly Sep. Veterans															
	19-44 45-54 55+ Total	19-44 45-54 55+ Total	19-44 45-54 55+ Total	19-44 45-54 55+ Total	19-44 45-54 55+ Total	Total															
	1 2 3 4	5 6 7 8	9 10 11 12	13 14 15 16	17 18 19 20	21															
1 Total_Active_Veteran_Job_Seekers	6864	3396	2085	12978	429	1071	478	1981	251	3260	1183	4697	613	437	134	1189	258	216	59	534	179
2 Male	6042	3815	2035	11922	389	1053	472	1917	240	3165	1165	4573	486	403	132	1025	196	193	58	447	155
3 Female	815	177	46	1041	40	18	5	63	11	92	16	119	127	33	2	163	62	23	1	87	24
4 Received Staff-Assisted Services	6806	3970	2073	12882	426	1066	473	1968	250	3240	1173	4666	609	429	130	1173	256	212	58	527	179
5 Career Guidance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6 Job Search Activities	4747	2795	1466	9028	340	827	375	1543	152	2261	862	3277	435	309	96	844	180	151	44	376	172
7 Referred to Employment	2826	1577	674	5087	192	459	160	811	98	1258	398	1755	247	168	46	463	92	75	21	188	107
8 Referred to WIA Services	90	57	33	180	9	18	9	36	3	48	18	69	14	10	3	27	6	5	2	13	2
9 Referred to Support Services	1657	775	407	2847	148	203	105	456	38	587	223	848	180	122	40	346	87	61	20	169	82
10 Provided Case Management Services	126	85	32	245	3	30	6	39	7	69	16	92	59	36	8	105	31	26	6	64	6
11 Referred to Federal Training	150	72	34	256	25	24	6	55	4	61	16	81	20	20	6	46	10	11	5	26	20
12 Placed in Federal Training	26	13	10	49	1	3	3	7	3	10	7	20	3	2	1	6	1	2	0	3	0
13 Referred to Federal Job	152	84	35	271	14	29	7	50	6	61	24	91	29	21	5	55	11	9	1	21	18
14 Placed in Federal Jobs	15	10	1	26	1	3	0	4	0	6	1	7	6	3	0	9	2	1	0	3	1
15 Referred to FCJL Jobs					109	202	64	375	45	587	175	807					46	49	9	104	69
16 Placed in FCJL Jobs					12	38	4	54	12	84	16	112					7	5	0	12	3
Reports Comments: <input style="width: 80%;" type="text"/>																					
Your PIN Number: <input style="width: 80%;" type="text"/> <input style="width: 10%; text-align: center;" type="button" value="Submit"/>																					

Figure 41: Service to Veterans Quarterly Report Form

5. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (Figure 42).

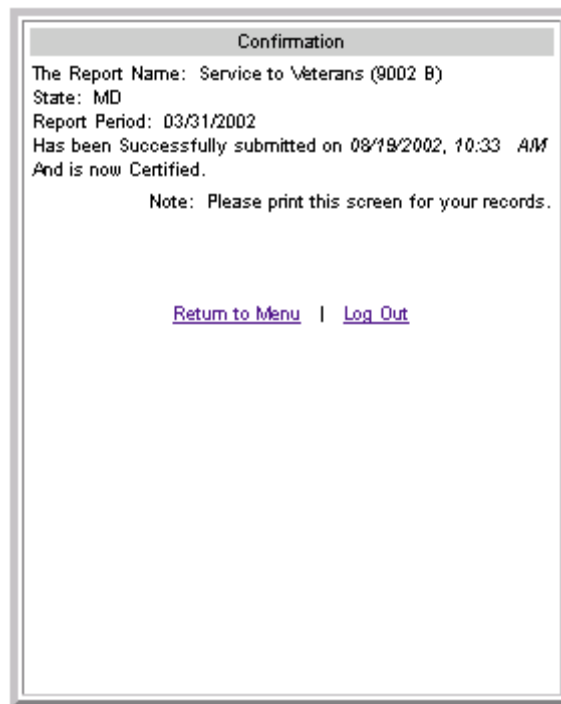


Figure 42: Confirmation Message

Submit Data Manually

1. To enter report data manually, click Submit your data manually in the **Data Submission Options** window (Figure 38). The **Quarterly Report** form is displayed.
2. Type the report data in the fields within the white boxes. These fields must have a valid numerical entry. If there is no data for a field, a zero must be entered. Press the **Tab** key to move from field to field. The **Reports Comments** field is the only field that accepts text.
3. After you type all the report data, print a copy of the report to review for accuracy and to file in your records.
4. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (See Figure 42).

Enter Labor Exchange Performance Outcomes - Job Seekers/Employers Report (Form 9002C)

Access Labor Exchange Performance Outcomes - Job Seekers/Employers Report

Follow the steps below to access the **Labor Exchange Performance Outcomes - Job Seekers/Employers Report**.

1. To access Labor Exchange 9002 forms, you must first access the reporting system's **Choose Report Program** window (Figure 3). See **Access Labor Exchange 9002/VETS 200 Reporting System** above.
2. Click **Labor Exchange 9002 Forms** in the **Choose Report Program** window. The **Choose Report Period** window (Figure 43) is displayed.

The screenshot shows the 'Choose Report Period' window of the Labor Exchange 9002 Reporting System. At the top left is the ETA logo with the text 'U.S. Department of Labor' and 'Employment and Training Administration'. To the right is the title 'Labor Exchange 9002 Reporting System'. Below the title, it says 'Please Choose the Report Period' and 'State: MD'. In the center, there is a grey box containing a 'Report Period:' label, a dropdown menu showing '12/31/2001', and a 'Continue' button. At the bottom, there are two links: 'Return to Main Menu' and 'Log Out'.

Figure 43: Choose Report Period Window

3. Click the arrow at the end of the **Report Period** field and select the desired date, then click **Continue**. If your report submissions are up to date, the **Form Selection** window (Figure 44) is displayed. Continue to step 4. If you get an error message, see **Note B** above.

Labor Exchange 9002 Report System

Form Selection

State: MD

Service to Job Seeker (9002 A)

Service to Veterans (9002 B)

Performance Outcomes - Job Seekers/Employers (9002 C)

Performance Outcomes - Veterans (9002 D)

Job Openings Received (9002 E)

[Return to Main Menu](#) | [Log Out](#)

Figure 44: Form Selection Window

4. Click Performance Outcomes - Job Seekers/Employers (9002 C) in the **Form Selection Window**. The **Data Submission Options** window is displayed (Figure 45).

ETA ***Labor Exchange 9002 Reporting System***

U.S. Department of Labor
Employment and Training Administration

Please Select Method to Submit Your Data

Form Name: Performance Outcomes - Job Seekers/Employers (9002 C)

State: MD

- [Submit your data by uploading a file](#)
- [Submit your data manually](#)

[Return to Main Menu](#) | [Log Out](#)

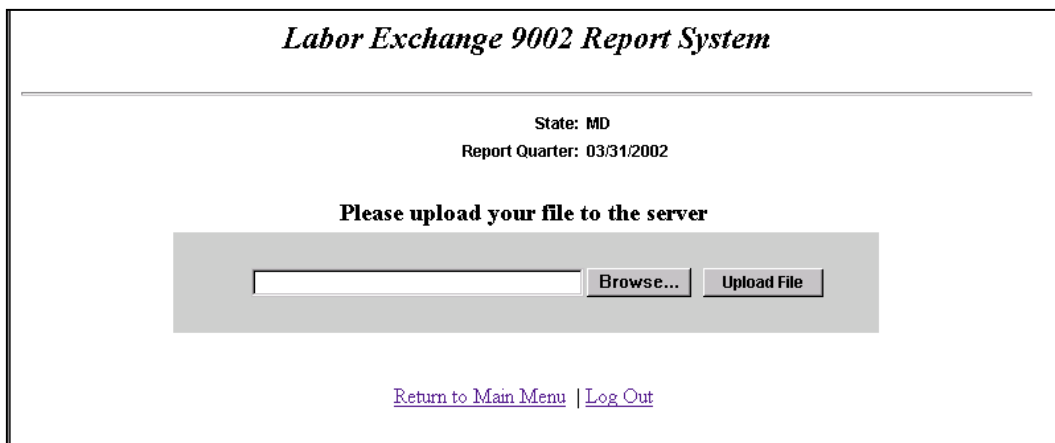
Figure 45: Performance Outcomes – Job Seekers/Employers Data Submission Options Window

Enter/Submit Labor Exchange Performance Outcomes- Job Seekers/Employers Report

You may submit the **Labor Exchange Performance Outcomes – Job Seekers/Employers Report** by uploading a data file or by entering the data manually.

Submit Data by Uploading File

1. To use the upload data option, click Submit your data by uploading a file in the **Data Submission Options** window (Figure 45). The **Upload File to Server** window (Figure 46) is displayed.



The screenshot shows a web interface titled "Labor Exchange 9002 Report System". Below the title, it displays "State: MD" and "Report Quarter: 03/31/2002". A central instruction reads "Please upload your file to the server". Below this is a file upload area with a text input field, a "Browse..." button, and an "Upload File" button. At the bottom, there are two links: "Return to Main Menu" and "Log Out".

Figure 46: Upload File to Server Window

2. If you know the path name of the upload file, type it in the field; if you do not, click **Browse...**. The **File Upload** window (Figure 47) is displayed. Select **Text[* .txt]** in the **Files of Type** field before you begin your search. Then select the upload file.

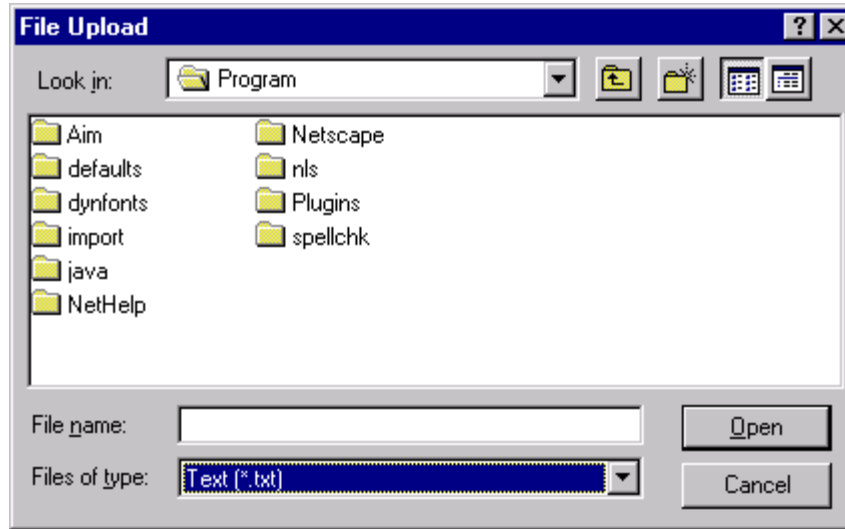


Figure 47: File Upload Window

3. When the desired file appears in the **File name** field, click **Open**. The **Upload File to Server** window (Figure 46) is displayed again. The path and name for the selected file should appear in the **Browse** field.
4. Click **Upload File**. The **Performance Outcomes – Job Seekers/Employers Quarterly Report** form is displayed (Figure 48).

Labor Exchange 9002 Report System

ETA 9002 C Quarterly Report Performance Outcomes - Job Seekers/Employers

State: MD		Report Due: 06/30/2002 Report Period: 03/31/2002															OMB No. 1206-0240 Expires: 06/30/2002			
Cumulative for Four Quarters Ending mm-dd-yyyy	A Total Job Seekers	B Employment Status at Registration		C Eligible Claimant	D Hispanic or Latino		E Race							F Education				G Persons w/ Disability	H MSFW	I Dislocate Workers
		Employed	Unemployed	Total	Yes	No	American Indian or Alaska Native	Asian	Black or African American	Hawaiian Native or other Pacific Islander	white	More Than one Race	Other	In-School	Not High School Graduate	High School Graduate or GED	Post Secondary Degree or Certification	Total	Total	Total
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1 Entered Employment	40073	1320	38753	7269	1683	38390	324	230	2081	21	10613	144	0	459	8297	28015	3328	489	2	425
2 Entered Employment (Youth)	3897	101	3796	80	211	3686	27	19	153	6	1009	17	0	116	1792	1980	8	9	0	5
3 Entered Employment (19-44)	29982	1095	28887	5345	1328	28654	243	177	1657	14	7439	109	0	308	5658	21711	2330	300	1	293
4 Entered Employment (45-55)	4574	98	4476	1358	102	4472	40	29	212	0	1504	17	0	25	582	3212	756	145	1	97
5 Entered Employment (55 and over)	1620	26	1594	486	42	1578	14	5	59	1	661	1	0	10	265	1112	234	35	0	30
6 Entered_Employment_Rate_Base	60636			12350														905	5	726
7 Entered Employment Rate	66			59														54	40	59
8 Employment Refention at Six Mo.	19623	1030	18593	3137	126	19497	84	16	481	3	1687	54	0	292	3331	14543	1481	356	2	300
9 Employment Retention at Six Mo. Base	23168			3664																
10 Employment Retention Rate at Six Mo.	85			86																
11 Entered Employment Follow S-A Services	31682			6197																
12 Job Seeker Customer Satisfaction Score	65																			
13 # of Completed Surveys	1034																			
14 Sample Size	5000																			
15 Employer Customer Satisfaction Score	78																			
16 # of Completed Surveys	6000																			
17 Sample Size	10500																			

Reports Comments:

Your PIN Number:

Figure 48: Performance Outcomes – Job Seekers/Employers Quarterly Report Form

5. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (Figure 49).

The image shows a web browser window titled "Confirmation". The content of the window is as follows:

The Report Name: Performance Outcomes - Job Seekers/Employers (9002 C)
State: MD
Report Period: 03/31/2002
Has been Successfully submitted on 08/19/2002, 10:34 AM
And is now Certified.

Note: Please print this screen for your records.

[Return to Menu](#) | [Log Out](#)

Figure 49: Confirmation Message

Submit Data Manually


1. To enter report data manually, click Submit your data manually in the **Data Submission Options** window (Figure 45). The **Quarterly Report** form is displayed.
2. Type the report data in the fields within the white boxes. These fields must have a valid numerical entry. If there is no data for a field, a zero must be entered. Press the **Tab** key to move from field to field. The **Reports Comments** field is the only field that accepts text.
3. After you type all the report data, print a copy of the report to review for accuracy and to file in your records.
4. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (See Figure 49).

Enter Labor Exchange Performance Outcomes – Veterans Report (Form 9002D)

Access Labor Exchange Performance Outcomes – Veterans Report

Follow the steps below to access the **Labor Exchange Performance Outcomes – Veterans Report**.

1. To access Labor Exchange 9002 forms, you must first access the reporting system's **Choose Report Program** window (Figure 3). See **Access Labor Exchange 9002/VETS 200 Reporting System** above.
2. Click **Labor Exchange 9002 Forms** in the **Choose Report Program** window. The **Choose Report Period** window (Figure 50) is displayed.



ETA
U.S. Department of Labor
Employment and Training Administration

Labor Exchange 9002 Reporting System

Please Choose the Report Period
State: MD

Report Period: 12/31/2001

Continue

[Return to Main Menu](#) | [Log Out](#)

Figure 50: Choose Report Period Window

3. Click the arrow at the end of the **Choose Report Period** field and select the desired date, then click **Continue**. If your report submissions are up to date, the **Form Selection** window (Figure 51) is displayed. Continue to step 4. If you get an error message, see **Note B** above.

Labor Exchange 9002 Report System

Form Selection

State: MD

Service to Job Seeker (9002 A)

Service to Veterans (9002 B)

Performance Outcomes - Job Seekers/Employers (9002 C)

Performance Outcomes - Veterans (9002 D)

Job Openings Received (9002 E)

[Return to Main Menu](#) | [Log Out](#)

Figure 51: Form Selection Window

4. Click Performance Outcomes - Veterans (9002 D) in the **Form Selection** window. The **Data Submission Options** window is displayed (Figure 52).

ETA

*U.S. Department of Labor
Employment and Training Administration*

Labor Exchange 9002 Reporting System

Please Select Method to Submit Your Data

Form Name: Performance Outcomes - Veterans (9002 D)
State: MD

- [Submit your data by uploading a file](#)
- [Submit your data manually](#)

[Return to Main Menu](#) | [Log Out](#)

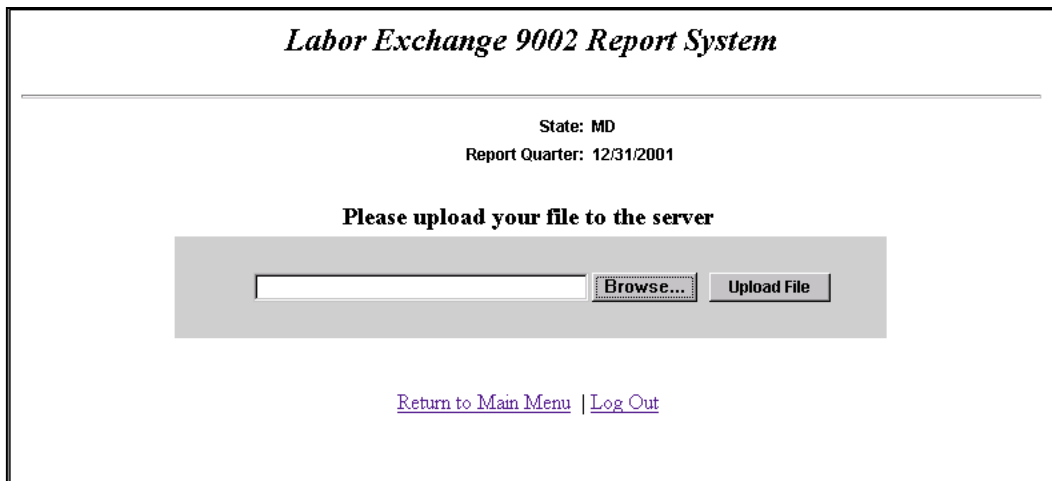
Figure 52: Performance Outcomes – Veterans Data Submission Options Window

Enter/Submit Labor Exchange Performance Outcomes – Veterans Report

You may submit the **Labor Exchange Performance Outcomes – Veterans Report** by uploading a data file or by entering the data manually.

Submit Data by Uploading File

1. To use the upload data option, click Submit your data by uploading a file in the **Data Submission Options** window (Figure 52). The **Upload File to Server** window (Figure 53) is displayed.



The screenshot shows a web application window titled "Labor Exchange 9002 Report System". Below the title bar, there is a horizontal line. Underneath the line, the text "State: MD" and "Report Quarter: 12/31/2001" is displayed. Below this, the instruction "Please upload your file to the server" is shown. A light gray rectangular box contains a text input field, a "Browse..." button, and an "Upload File" button. At the bottom of the window, there are two links: "Return to Main Menu" and "Log Out".

Figure 53: Upload File to Server Window

2. If you know the path name of the upload file, type it in the field; if you do not, click **Browse...**. The **File Upload** window (Figure 54) is displayed. Select **Text[* .txt]** in the **Files of Type** field before you begin your search. Then select the upload file.

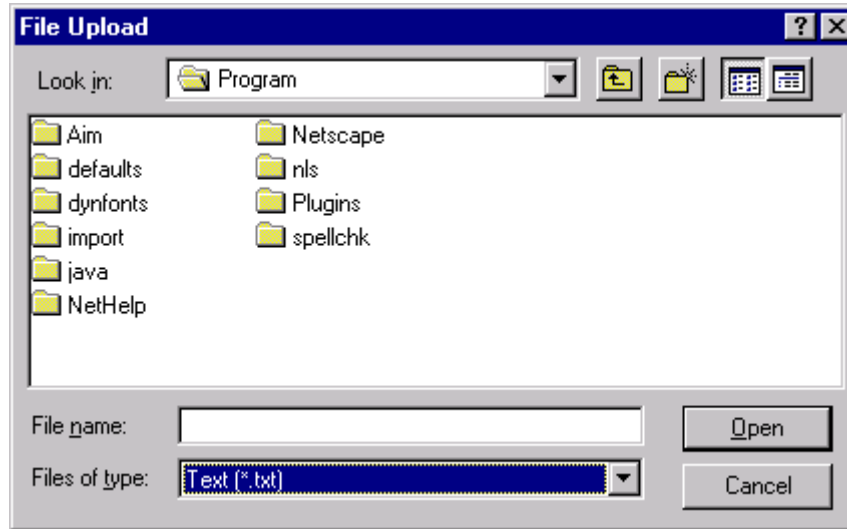


Figure 54: File Upload Window

3. When the desired file appears in the **File name** field, click . The **Upload File to Server** window (Figure 53) is displayed again. The path and name for the selected file should appear in the **Browse** field.
4. Click . The **Performance Outcomes – Veterans Quarterly Report** form is displayed (Figure 55).

<i>Labor Exchange 9002 Report System</i>																						
ETA 9002 D Quarterly Report Performance Outcomes - Veterans																						
State: MD		Report Due: 06/30/2002 Report Period: 03/31/2002														OMB No. 1205-0240 Expires: 06/30/2002						
Veteran Performance Outcomes		A Total Veterans and Eligible Persons				B Campaign Badge Veterans				C Vietnam Era Veterans				D Disabled Veterans				E Special Disabled Veterans				F Newly Sep. Veterans
		19-44 45-54 55+ Total				19-44 45-54 55+ Total				19-44 45-54 55+ Total				19-44 45-54 55+ Total				19-44 45-54 55+ Total				Total
		1 2 3 4				5 6 7 8				9 10 11 12				13 14 15 16				17 18 19 20				21
1 Entered Employment		1782	786	324	2902	73	189	54	316	111	665	182	958	154	93	11	260	62	45	6	114	7
2 Entered Employment Rate Base		2714	1363	612	4704	107	341	111	560	173	1164	331	1668	249	163	30	444	103	80	12	196	11
3 Entered Employment Rate (%)		66	58	53	62	68	55	49	56	64	57	55	57	62	57	37	59	60	56	50	58	64
4 Employment Retention at Six Months		1208	476	145	1829	45	96	18	159	92	422	92	606	122	63	10	195	46	29	4	79	5
5 Employment Retention Rate at Six Months Base		1386	565	191	2142	47	111	20	178	112	492	114	718	144	75	11	230	57	32	5	94	6
6 Employment Retention Rate at Six Months (%)		87	84	76	85	96	86	90	89	82	86	81	84	85	84	91	85	81	91	80	84	83
7 Entered Employment Follow S-A Services		1635	731	304	2679	62	171	53	286	104	621	171	896	143	89	10	244	58	42	6	107	6
8 Entered Employment Follow S-A Services Base		2318	1130	500	3959	85	280	88	454	141	962	279	1382	218	137	24	381	89	64	10	164	9
9 Entered Employment Follow S-A Services Rate (%)		71	65	61	68	73	61	60	63	74	65	61	65	66	65	42	64	65	66	60	65	67
Reports Comments:																						
Your PIN Number:																						
		<input type="button" value="Submit"/>																				

Figure 55: Performance Outcomes – Veterans Quarterly Report Form

- To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (Figure 56).



Figure 56: Confirmation Message

Submit Data Manually

1. To enter report data manually, click Submit your data manually in the **Data Submission Options** window (Figure 52). The **Quarterly Report** form is displayed.
2. Type the report data into the appropriate fields. All fields must have a valid numerical entry. If there is no data for a field, a zero must be entered. Press the **Tab** key to move from field to field. The **Reports Comments** field is the only field that accepts text.
3. After you type all the report data, print a copy of the report to review for accuracy and to file in your records.
4. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (See Figure 56).

Enter Labor Exchange Job Openings Received Report (Form 9002E)

Access Labor Exchange Job Openings Received Report

Follow the steps below to access the **Labor Exchange Job Openings Received Report**.

1. To access Labor Exchange 9002 forms, you must first access the reporting system's **Choose Report Program** window (Figure 3). See **Access Labor Exchange 9002/VETS 200 Reporting System** above.
2. Click **Labor Exchange 9002 Forms** in the **Choose Report Program** window. The **Choose Report Period** window (Figure 57) is displayed.

ETA
U.S. Department of Labor
Employment and Training Administration

Labor Exchange 9002 Reporting System

Please Choose the Report Period
State: MD

Report Period: 12/31/2001

Continue

[Return to Main Menu](#) | [Log Out](#)

Figure 57: Choose Report Period Window

3. Click the arrow at the end of the **Report Period** field and select the desired date, then click **Continue**. If your report submissions are up to date, the **Form Selection** window (Figure 58) is displayed. Continue to step 4. If you get an error message, see **Note B** above.

Labor Exchange 9002 Report System

Form Selection

State: MD

Service to Job Seeker (9002 A)

Service to Veterans (9002 B)

Performance Outcomes - Job Seekers/Employers (9002 C)

Performance Outcomes - Veterans (9002 D)

Job Openings Received (9002 E)

[Return to Main Menu](#) | [Log Out](#)

Figure 58: Form Selection Window

4. Click **Job Openings Received (9002 E)** in the **Form Selection** window, the **Data Submission Options** window is displayed (Figure 59).

ETA
U.S. Department of Labor
Employment and Training Administration

Labor Exchange 9002 Reporting System

Please Select Method to Submit Your Data

Form Name: Job Openings Received (9002 E)
State: MD

- [Submit your data by uploading a file](#)
- [Submit your data manually](#)

[Return to Main Menu](#) | [Log Out](#)

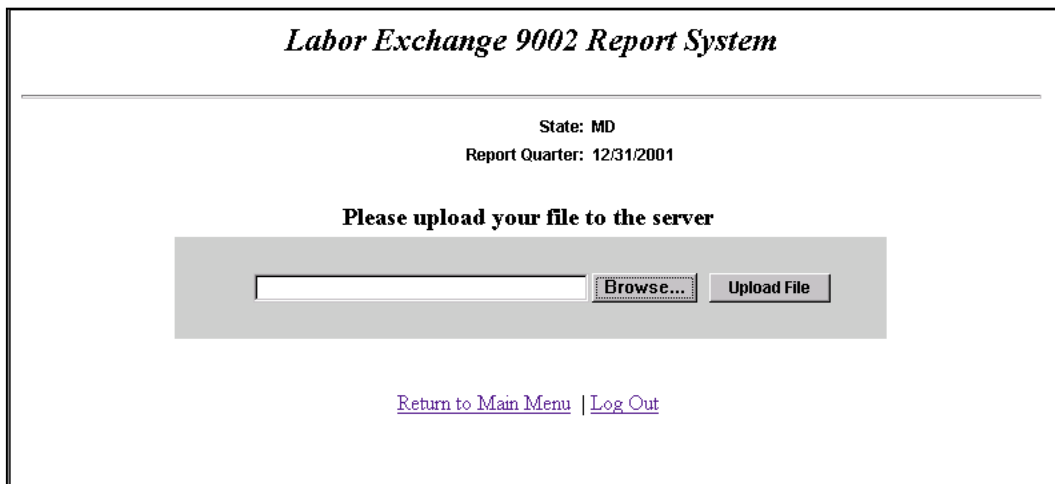
Figure 59: 9002E Data Submission Options Window

Enter/Submit Labor Exchange Job Openings Received Report

You may submit the **Labor Exchange Job Openings Received Report** by uploading a data file or by entering the data manually.

Submit Data by Uploading File

1. To use the upload data option, click Submit your data by uploading a file in the **Data Submission Options** window (Figure 59). The **Upload File to Server** window (Figure 60) is displayed.



The screenshot shows a web interface titled "Labor Exchange 9002 Report System". Below the title, it displays "State: MD" and "Report Quarter: 12/31/2001". A central instruction reads "Please upload your file to the server". Below this is a light gray rectangular box containing a text input field, a "Browse..." button, and an "Upload File" button. At the bottom of the window, there are two links: "Return to Main Menu" and "Log Out".

Figure 60: Upload File to Server Window

2. If you know the path name of the upload file, type it in the field; if you do not, click **Browse...**. The **File Upload** window (Figure 61) is displayed. Select **Text[* .txt]** in the **Files of Type** field before you begin your search. Then select the upload file.

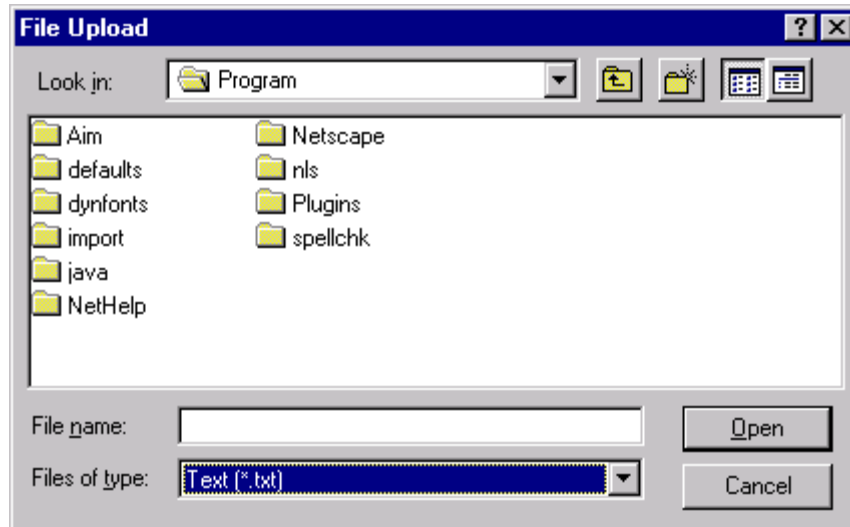




Figure 61: File Upload Window

3. When the desired file appears in the **File name** field, click . The **Upload File to Server** window (Figure 60) is displayed again. The path and name for the selected file should appear in the **Browse** field.
4. Click . The **Quarterly Report** form is displayed (Figure 62).

Labor Exchange 9002 Report System

ETA 9002 E Quarterly Report
Job Openings Received

DAB No. 1205-0245
 Expires 05/01/2002

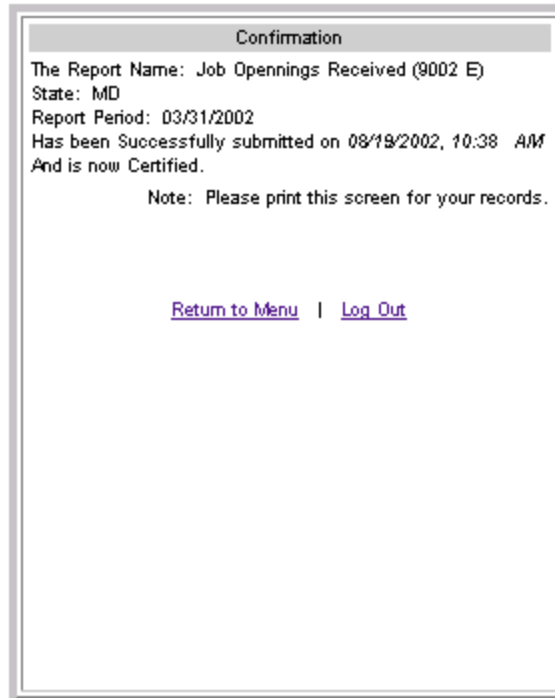
State: MO	Report Due: 06/01/2002 Report Period: 03/01/2002																																																										
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X																																			
	PHET SOC	11-0000	12-0000	13-0000	14-0000	15-0000	16-0000	17-0000	18-0000	19-0000	20-0000	21-0000	22-0000	23-0000	24-0000	25-0000	26-0000	27-0000	28-0000	29-0000	30-0000	31-0000	32-0000	33-0000	34-0000	35-0000	36-0000	37-0000	38-0000	39-0000	40-0000	41-0000	42-0000	43-0000	44-0000	45-0000	46-0000	47-0000	48-0000	49-0000	50-0000	51-0000	52-0000	53-0000	54-0000	55-0000													
	Total	Management Occupations	Business and Financial Operations Occupations	Computer and Mathematical Occupations	Architecture and Engineering Occupations	Life, Physical and Social Science Occupations	Community and Social Services Occupations	Legal Occupations	Education, Training, and Library Occupations	Arts, Design, Entertainment, Sports, and Media Occupations	Healthcare Practitioner and Technical Occupations	Healthcare Support Occupations	Protective Service Occupations	Food Preparation and Serving Related Occupations	Baking and Food Preparation Occupations	Personal Care and Service Occupations	Sales and Related Occupations	Office and Administrative Support Occupations	Farming, Fishing, and Forestry Occupations	Construction and Extraction Occupations	Installation, Maintenance, and Repairs Occupations	Production Occupations	Transportation and Material Moving Occupations	Military Specific Occupations																																			
1-6600 State Openings Received	1449	44	61	12	12	15	3	3	14	23	16	21	48	101	73	45	133	246	12	124	36	205	149	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0										
1-9900 Agriculture, Forestry, Fishing, and Hunting	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0										
2-9900 Mining	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0									
23-9900 Oil and Gas Extraction	14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
23-9900 Construction	121	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
30-9900 Manufacturing	279	1	3	2	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
42-9900 Wholesale Trade	38	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
44-9900 Retail Trade	120	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
48-4900 Transportation and Warehousing	71	2	1	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
5-9900 Information	52	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
52-9900 Finance and Insurance	104	4	7	3	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
53-9900 Real Estate and Rental and Leasing	40	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
54-9900 Professional, Scientific, and Technical Services	71	3	41	0	0	2	0	0	0	2	2	0	0	0	2	4	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
56-9900 Management of Companies and Enterprises	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
60-9900 Health and Social Assistance	76	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
8-9900 Educational Services	22	0	2	7	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
80-9900 Health Care and Social Assistance	127	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
79-9900 Arts, Entertainment, and Recreation	17	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
79-9900 Accommodation and Food Services	115	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
80-9900 Other Services	41	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
90-9900 Public Administration	191	14	2	2	3	10	1	2	0	6	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
0-9900 Federal Contractor Job Listings	5533																																																										
0-9900 Federal Contractors	599																																																										
0-9900 Total Employees	5631																																																										

Reports Comments:

Your PIN Number:

Figure 62: ETA 9002E Quarterly Report Form

- To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (Figure 63).

A screenshot of a web browser window displaying a confirmation message. The window has a title bar that says "Confirmation". The main content area contains the following text: "The Report Name: Job Openings Received (9002 E)", "State: MD", "Report Period: 03/31/2002", "Has been Successfully submitted on 08/19/2002, 10:38 AM", and "And is now Certified." Below this text is a note: "Note: Please print this screen for your records." At the bottom of the window, there are two links: "Return to Menu" and "Log Out", separated by a vertical line.

Confirmation

The Report Name: Job Openings Received (9002 E)
State: MD
Report Period: 03/31/2002
Has been Successfully submitted on 08/19/2002, 10:38 AM
And is now Certified.

Note: Please print this screen for your records.

[Return to Menu](#) | [Log Out](#)

Figure 63: Confirmation Message

Submit Data Manually

1. To enter report data manually, click Submit your data manually in the **Data Submission Options** window (Figure 59). The **Quarterly Report** form is displayed.
2. Type the report data into the appropriate fields. All fields must have a valid numerical entry. If there is no data for a field, a zero must be entered. Press the **Tab** key to move from field to field. The **Reports Comments** field is the only field that accepts text.
3. After you type all the report data, print a copy of the report to review for accuracy and to file in your records.
4. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (See Figure 63).

Appendix A: EIMS - Labor Exchange Reporting System - Zero Report Handling

Report 1				Report 2				Report 3 "ZERO REPORT"				Report 4				Report 5			
900,000				1,000,000				1,000,000				1,100,000				975,000			
Q1	Q 2	Q 3	Q 4	Q 2	Q 3	Q 4	Q 5	Q 2	Q 3	Q 4	Q 5	Q 4	Q 5	Q 6	Q 7	Q 5	Q 6	Q 7	Q 8
*	*	*	*	*	*	*	*	-	*	*	*	*	*	*	*	*	*	*	*

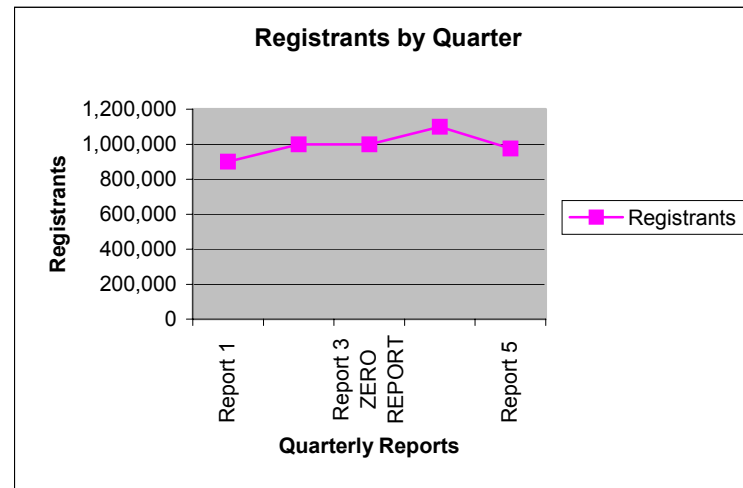
This is the example of the Rolling 4 quarters reporting

Three quarters of data (3,4&5) would have been included in the report. Therefore, the report is off by 1 quarter of data. A Zero Report allows the state 45 days from the end of the reporting period (which is 45 days after the end of the quarter) to fix the problem before or 90 days before the next report is due.

After fixing the system problem the state reports 4 full quarters of data from the correct quarters.

Upon certification of Report 4, Report 3 is **LOCKED**. A state could correct Report 3 before entering and certifying Report 4. This would not be required however.

Using the figures above, the following chart shows a possible Zero Report scenario and the effect of an un-corrected Zero Report.



Appendix B: Record Layout VETS 200 A (DVOP) Quarterly Report

Row #	State	Rep Qtr	Form Name	2	3	4	5	6	7	8	9
1	VA	20011231	200 A	99	99	99	99	99	99	99	99

"1","VA","20011231","200A",99,99,99,99,99,99,99,99,99
 "2","VA","20011231","200A",99,99,99,99,99,99,99,99,,
 "3","VA","20011231","200A",99,99,99,99,99,99,99,99,,
 "4","VA","20011231","200A",99,99,99,99,99,99,99,99,99
 "5","VA","20011231","200A",99,99,99,99,99,99,99,99,99
 "6","VA","20011231","200A",99,99,99,99,99,99,99,99,99
 "7","VA","20011231","200A",99,99,99,99,99,99,99,99,99
 "8","VA","20011231","200A",99,99,99,99,99,99,99,99,99
 "9","VA","20011231","200A",99,99,99,99,99,99,99,99,99
 "10","VA","20011231","200A",99,99,99,99,99,99,99,99,99
 "11","VA","20011231","200A",99,99,99,99,99,99,99,99,99
 "12","VA","20011231","200A",99,99,99,99,99,99,99,99,99
 "13","VA","20011231","200A",99,99,99,99,99,99,99,99,99
 "14","VA","20011231","200A",99,99,99,99,99,99,99,99,99
 "15","VA","20011231","200A",99,99,99,99,99,99,99,99,99
 "16","VA","20011231","200A",99,99,99,99,99,99,,
 "17","VA","20011231","200A",99,99,99,99,99,99,99,99,99
 "18","VA","20011231","200A",99,99,99,99,99,99,99,99,99
 "19","VA","20011231","200A",99,99,99,99,99,99,99,99,99
 "20","VA","20011231","200A",99,99,99,99,99,99,99,99,99
 "21","VA","20011231","200A",99,99,99,99,99,99,99,99,99
 "22","VA","20011231","200A",99,99,99,99,99,99,99,99,99
 "23","VA","20011231","200A",99,99,99,99,99,99,99,99,99
 "24","VA","20011231","200A",99,99,99,99,99,99,99,99,99
 "25","VA","20011231","200A",99,99,99,99,99,99,99,99,99
 "26","VA","20011231","200A",99,99,99,99,99,99,99,99,99
 "27","VA","20011231","200A",99,99,99,99,99,99,99,99,99
 "28","VA","20011231","200A",99,99,99,99,99,99,99,99,99
 "29","VA","20011231","200A",99,99,99,99,99,99,99,99,99
 "30","VA","20011231","200A",99,99,99,99,99,99,99,99,99
 "31","VA","20011231","200A",99,99,99,99,99,99,,

Appendix C: Record Layout VETS 200 B (LVER) Quarterly Report

Row #	State	Rep Qtr	Form Name	2	3	4	5	6	7	8	9
1	VA	20011231	200 B	99	99	99	99	99	99	99	99

"1","VA","20011231","200B",99,99,99,99,99,99,99,99,99
 "2","VA","20011231","200B",99,99,99,99,99,99,99,99,,
 "3","VA","20011231","200B",99,99,99,99,99,99,99,99,,
 "4","VA","20011231","200B",99,99,99,99,99,99,99,99,99
 "5","VA","20011231","200B",99,99,99,99,99,99,99,99,99
 "6","VA","20011231","200B",99,99,99,99,99,99,99,99,99
 "7","VA","20011231","200B",99,99,99,99,99,99,99,99,99
 "8","VA","20011231","200B",99,99,99,99,99,99,99,99,99
 "9","VA","20011231","200B",99,99,99,99,99,99,99,99,99
 "10","VA","20011231","200B",99,99,99,99,99,99,99,99,99
 "11","VA","20011231","200B",99,99,99,99,99,99,99,99,99
 "12","VA","20011231","200B",99,99,99,99,99,99,99,99,99
 "13","VA","20011231","200B",99,99,99,99,99,99,99,99,99
 "14","VA","20011231","200B",99,99,99,99,99,99,99,99,99
 "15","VA","20011231","200B",99,99,99,99,99,99,99,99,99
 "16","VA","20011231","200B",99,99,99,99,99,99,,
 "17","VA","20011231","200B",99,99,99,99,99,99,99,99,99
 "18","VA","20011231","200B",99,99,99,99,99,99,99,99,99
 "19","VA","20011231","200B",99,99,99,99,99,99,99,99,99
 "20","VA","20011231","200B",99,99,99,99,99,99,99,99,99
 "21","VA","20011231","200B",99,99,99,99,99,99,99,99,99
 "22","VA","20011231","200B",99,99,99,99,99,99,99,99,99
 "23","VA","20011231","200B",99,99,99,99,99,99,99,99,99
 "24","VA","20011231","200B",99,99,99,99,99,99,99,99,99
 "25","VA","20011231","200B",99,99,99,99,99,99,99,99,99
 "26","VA","20011231","200B",99,99,99,99,99,99,99,99,99
 "27","VA","20011231","200B",99,99,99,99,99,99,99,99,99
 "28","VA","20011231","200B",99,99,99,99,99,99,99,99,99
 "29","VA","20011231","200B",99,99,99,99,99,99,99,99,99
 "30","VA","20011231","200B",99,99,99,99,99,99,99,99,99
 "31","VA","20011231","200B",99,99,99,99,99,99,,

Appendix D: Record Layout VETS 200 C (DVOP/LVER) Quarterly Report

Row #	State	Rep Qtr	Form Name	2	3	4	5	6	7	8	9
1	VA	20011231	200 C	99	99	99	99	99	99	99	99

"1","VA","20011231","200C",99,99,99,99,99,99,99,99,99
 "2","VA","20011231","200C",99,99,99,99,99,99,99,99,,
 "3","VA","20011231","200C",99,99,99,99,99,99,99,99,,
 "4","VA","20011231","200C",99,99,99,99,99,99,99,99,99
 "5","VA","20011231","200C",99,99,99,99,99,99,99,99,99
 "6","VA","20011231","200C",99,99,99,99,99,99,99,99,99
 "7","VA","20011231","200C",99,99,99,99,99,99,99,99,99
 "8","VA","20011231","200C",99,99,99,99,99,99,99,99,99
 "9","VA","20011231","200C",99,99,99,99,99,99,99,99,99
 "10","VA","20011231","200C",99,99,99,99,99,99,99,99,99
 "11","VA","20011231","200C",99,99,99,99,99,99,99,99,99
 "12","VA","20011231","200C",99,99,99,99,99,99,99,99,99
 "13","VA","20011231","200C",99,99,99,99,99,99,99,99,99
 "14","VA","20011231","200C",99,99,99,99,99,99,99,99,99
 "15","VA","20011231","200C",99,99,99,99,99,99,99,99,99
 "16","VA","20011231","200C",99,99,99,99,99,99,,
 "17","VA","20011231","200C",99,99,99,99,99,99,99,99,99
 "18","VA","20011231","200C",99,99,99,99,99,99,99,99,99
 "19","VA","20011231","200C",99,99,99,99,99,99,99,99,99
 "20","VA","20011231","200C",99,99,99,99,99,99,99,99,99
 "21","VA","20011231","200C",99,99,99,99,99,99,99,99,99
 "22","VA","20011231","200C",99,99,99,99,99,99,99,99,99
 "23","VA","20011231","200C",99,99,99,99,99,99,99,99,99
 "24","VA","20011231","200C",99,99,99,99,99,99,99,99,99
 "25","VA","20011231","200C",99,99,99,99,99,99,99,99,99
 "26","VA","20011231","200C",99,99,99,99,99,99,99,99,99
 "27","VA","20011231","200C",99,99,99,99,99,99,99,99,99
 "28","VA","20011231","200C",99,99,99,99,99,99,99,99,99
 "29","VA","20011231","200C",99,99,99,99,99,99,99,99,99
 "30","VA","20011231","200C",99,99,99,99,99,99,99,99,99
 "31","VA","20011231","200C",99,99,99,99,99,99,,

Appendix E: Record Layout ETA 9002 A (Service to Job Seekers) Quarterly Report

[illegible][illegible]

Appendix F: Record Layout ETA 9002 B (Service to Veterans) Quarterly Report

Row #	State	Rep Qtr	Form Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
1	MD	20011231	9002B	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99

“1”, “MD”, “20011231”, “9002B”, 99
 “2”, “MD”, “20011231”, “9002B”, 99
 “3”, “MD”, “20011231”, “9002B”, 99
 “4”, “MD”, “20011231”, “9002B”, 99
 “5”, “MD”, “20011231”, “9002B”, 99
 “6”, “MD”, “20011231”, “9002B”, 99
 “7”, “MD”, “20011231”, “9002B”, 99
 “8”, “MD”, “20011231”, “9002B”, 99
 “9”, “MD”, “20011231”, “9002B”, 99
 “10”, “MD”, “20011231”, “9002B”, 99
 “11”, “MD”, “20011231”, “9002B”, 99
 “12”, “MD”, “20011231”, “9002B”, 99
 “13”, “MD”, “20011231”, “9002B”, 99
 “14”, “MD”, “20011231”, “9002B”, 99
 “15”, “MD”, “20011231”, “9002B”, 99
 “16”, “MD”, “20011231”, “9002B”, 99

Appendix G: Record Layout ETA 9002 C (Performance Outcomes – Job Seekers/Employers) Quarterly Report

[illegible][illegible]

Appendix H: Record Layout ETA 9002 D (Performance Outcomes – Veterans) Quarterly Report

Row #	State	Rep Qtr	Form Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
1	MD	20011231	9002D	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99

“1”, “MD”, “20011231”, “9002D”, 99
 “2”, “MD”, “20011231”, “9002D”, 99
 “3”, “MD”, “20011231”, “9002D”, 99
 “4”, “MD”, “20011231”, “9002D”, 99
 “5”, “MD”, “20011231”, “9002D”, 99
 “6”, “MD”, “20011231”, “9002D”, 99
 “7”, “MD”, “20011231”, “9002D”, 99
 “8”, “MD”, “20011231”, “9002D”, 99
 “9”, “MD”, “20011231”, “9002D”, 99

Appendix I: Record Layout ETA 9002 E (Job Openings Received) Quarterly Report

[illegible][illegible]

Appendix J: State and National Summary Edit Checks ETA 9002A (Service to Job Seekers) Quarterly Report

For every row on the 9002 A, the value in Column A1 is equal to the sum of the values in Column B2 plus Column B 3 for that row.

Column A1 Row 1 = Column B2 Row 1 + Column B3 Row 1

Column A1 Row 2 = Column B2 Row 2 + Column B3 Row 2

Column A1 Row 3 = Column B2 Row 3 + Column B3 Row 3

Column A1 Row 4 = Column B2 Row 4 + Column B3 Row 4

Column A1 Row 5 = Column B2 Row 5 + Column B3 Row 5

Column A1 Rows 6 – 15 = Columns B2 Rows 6-15 + Columns B3 Rows 6-15

For every column on the 9002 A, the value in Row 1 is equal to or greater than the value in every other row for that column.

Column A1 Row 1 >= Column A1 Row 2 thru A1 Row 15

Column B2 Row 1 >= Column B2 Row 2 thru B2 Row 15

Column B3 Row 1 >= Column B3 Row 2 thru B3 Row 15

Column C4 Row 1 >= Column C4 Row 2 thru C4 Row 15

For every column on the 9002 A, the value in Row 1 is equal to or greater than the sum of the values in Row 5 plus Row 6 for that column.

Column A1 Row 1 >= Column A1 Row 5 + Column A1 Row 6

Column B2 Row 1 >= Column B2 Row 5 + Column B2 Row 6

Column B3 Row 1 >= Column B3 Row 5 + Column B3 Row 6

Column C4 Row 1 >= Column C4 Row 5 + Column C4 Row 6

For every column on the 9002 A, the value in Row 1 is equal to or greater than the sum of the values in Row 7 plus Row 8 for that column.

Column A1 Row 1 >= Column A1 Row 7 + Column A1 Row 8

Column B2 Row 1 >= Column B2 Row 7 + Column B2 Row 8

Column B3 Row 1 >= Column B3 Row 7 + Column B3 Row 8

Column C4 Row 1 >= Column C4 Row 7 + Column C4 Row 8

For every column on the 9002 A, the value in Row 8 is equal to the sum of the values in Row 9 plus Row 10 plus Row 11 for that column.

Column A1 Row 8 = Column A1 Row 9 + Column A1 Row 10 + Column A1 Row 11

Column B2 Row 8 = Column B2 Row 9 + Column B2 Row 10 + Column B2 Row 11

Column B3 Row 8 = Column B3 Row 9 + Column B3 Row 10 + Column B3 Row 11

Column C4 Row 8 = Column C4 Row 9 + Column C4 Row 10 + Column C4 Row 11

Appendix K: State and National Summary Edit Checks ETA 9002B (Service to Job Seekers) Quarterly Report

For every column on the 9002 B, the value in Row 1 is equal to or greater than the value in every other row for that column.

Column A1 Row 1 >= *Columns A1 Row 2 thru A1 Row 14*
Column A2 Row 1 >= *Columns A2 Row 2 thru A2 Row 14*
Column A3 Row 1 >= *Columns A3 Row 2 thru A3 Row 14*
Column A4 Row 1 >= *Columns A4 Row 2 thru A4 Row 14*
Columns B5 - 8 Row 1 >= *Columns B5-8 Row 2 thru B5-8 Row 16*
Columns C9-10 Row 1 >= *Columns C9-10 Row 2 thru C9-10 Row 16*
Columns D13-14 Row 1 >= *Columns D13-16 Row 2 thru D13-16 Row 14*
Columns E17-20 Row 1 >= *Columns E17-20 Row 2 thru E17-20 Row 16*
Columns F21 Row 1 >= *Columns F21 Row 2 thru F21 Row 16*

For the value in Column A4 Row 4 is equal to or greater than the value in Rows 5 - 14.
For the value in Column B8 Row 4 is equal to or greater than the value in Rows 5 - 16.
For the value in Column C12 Row 4 is equal to or greater than the value in Rows 5 - 16.
For the value in Column D16 Row 4 is equal to or greater than the value in Rows 5 - 14.
For the value in Column E20 Row 4 is equal to or greater than the value in Rows 5 - 16.
For the value in Column F21 Row 4 is equal to or greater than the value in Rows 5 - 16.

Column A4 Row 4 >= *Columns A4 Row 5 thru A4 Row 14*
Column B8 Row 4 >= *Columns B8 Row 5 thru A4 Row 16*
Column C12 Row 4 >= *Columns C12 Row 5 thru A4 Row 16*
Column D16 Row 4 >= *Columns D16 Row 5 thru A4 Row 14*
Column E20 Row 4 >= *Columns E20 Row 5 thru A4 Row 16*
Column F21 Row 4 >= *Columns F21 Row 5 thru A4 Row 16*

For Sections A through E on the 9002 B, the value in the Total column of each section is greater than or equal to the sum of the three age breakdown columns in that section.

Column A4 Row 1 >= *Column A1 Row 1 + Column A2 Row 1 + Column A3 Row 1*
Column A4 Row 2 >= *Column A1 Row 2 + Column A2 Row 2 + Column A3 Row 2*
Column A4 Rows 3-14 >= *Column A1 Rows 3-14 + Columns A2 Rows 3-14 + Columns A3 Rows 3-14*
Column B8 Row 1 >= *Column B5 Row 1 + Column B6 Row 1 + Column B7 Row 1*
Column B8 Rows 2 - 16 >= *Column B5 Row 2 - 16 + Column B6 Rows 2 - 16 + Column B7 Rows 2 - 16*
Column C12 >= *Column C9 Row 1 + Column C10 Row 1 + Column C11 Row 1*
Column C12 >= *Column C9 Rows 2 - 16 + Column C10 Rows 2-16 + Column C11 Rows 2-16*
Column D16 >= *Column D13 Row 1 + Column D14 Row 1 + Column D15 Row 1*
Column D16 >= *Column D13 Row 2-14 + Column D14 Rows 2 - 14 + Columns D15 Rows 2-14*
Column E20 >= *Column 17 Row 1 + Column 18 Row 1 + Column 19 Row 1*
Column E20 >= *Column 17 Row 2-16 + Column 18 Row 2-16 + Column 19 Row 2-16*

For Sections A through F, the value in Row 1 of each column is equal to or greater than the sum of the values in Row 2 plus Row 3 for that column.

Column A1 Row 1 >= *Column A1 Row 2 + Column A1 Row 3*
Column A2 Row 1 >= *Column A2 Row 2 + Column A2 Row 3*
Column A3 Row 1 >= *Column A3 Row 2 + Column A3 Row 3*
Column A4 Row 1 >= *Column A4 Row 2 + Column A4 Row 3*

Appendix L: State and National Summary Edit Checks ETA 9002C (Performance Outcomes-Job Seekers/Employers) Quarterly Report

For every column on the 9002 C, the value in Row 1 of that column is equal to or greater than the sum of the values in Row 2 plus Row 3 plus Row 4 plus Row 5 for that column.

ColumnA1 Row1 >= ColumnA1 Row2 + ColumnA1 Row3 + ColumnA1 Row4 + ColumnA1 Row5

ColumnB2 Row1 >= ColumnB2 Row2 + ColumnB2 Row3 + ColumnB2 Row4 + ColumnB2 Row5

ColumnB3 Row1 >= ColumnB3 Row2 + ColumnB3 Row3 + ColumnB3 Row4 + ColumnB3 Row5

ColumnC4 Row1 >= ColumnC4 Row2 + ColumnC4 Row3 + ColumnC4 Row4 + ColumnC4 Row5

For every unshaded row on the 9002 C, the value in Column A1 is equal to or greater than the sum of the values in Column B2 plus Column B 3 for that row.

Column A1 Row 1 >= Column B2 Row 1 + Column B3 Row 1

Column A1 Row 2 >= Column B2 Row 2 + Column B3 Row 2

Column A1 Row 3 >= Column B2 Row 3 + Column B3 Row 3

Column A1 Row 4 >= Column B2 Row 4 + Column B3 Row 4

Column A1 Row 5 >= Column B2 Row 5 + Column B3 Row 5

Column A1 Row 8 >= Column B2 Row 8 + Column B3 Row 8

The value in Column A1 Row 7 is equal to the value in Column A1 Row 1 divided by the value in Column A1 Row 6 and rounded to the next whole number

Column A1 Row 7 = Column A1 Row 1 divided by Column A1 Row 6

The value in Column A1 Row 10 is equal to the value in Column A1 Row 8 divided by the value in Column A1 Row 9 and rounded to the next whole number

Column A1 Row 10 = Column A1 Row 8 divided by Column A1 Row 9

The value in Column A1 Row 12 is to be rounded to the next whole number

The value in Column A1 Row 15 is to be rounded to the next whole number

Appendix M: State and National Summary Edit Checks ETA 9002D (Performance Outcomes – Veterans) Quarterly Report

For Sections A through E on the 9002 D, the value in the Total column of each section is greater than or equal to the sum of the three age breakdown columns in that section.

Column A4 Row 1 >= Column A1 Row 1 + Column A2 Row 1 + Column A3 Row 1

Column A4 Row 2 >= Column A1 Row 2 + Column A2 Row 2 + Column A3 Row 2

Column A4 Row 4 >= Column A1 Row 4 + Columns A2 Row 4 + Columns A3 Row 4

Column A4 Row 5 >= Column A1 Row 5 + Columns A2 Row 5 + Columns A3 Row 5

Column A4 Row 7 >= Column A1 Row 7 + Columns A2 Row 7 + Columns A3 Row 7

Column A4 Row 8 >= Column A1 Row 8 + Columns A2 Row 8 + Columns A3 Row 8

Column B8 Row 1 >= Column B5 Row 1 + Column B6 Row 1 + Column B7 Row 1

Column B8 Rows 2 – 9 >= Column B5 Rows 2 – 9 + Column B6 Rows 2 – 9 + Column B7 Rows 2 – 9

Column C12 >= Column C9 Row 1 + Column C10 Row 1 + Column C11 Row 1

Column C12 >= Column C9 Rows 2 – 9 + Column C10 Rows 2-9 + Column C11 Rows 2-9

Column D16 >= Column D13 Row 1 + Column D14 Row 1 + Column D15 Row 1

Column D16 >= Column D13 Row 2-9 + Column D14 Rows 2 – 9 + Columns D15 Rows 2-9

Column E20 >= Column I7 Row 1 + Column I8 Row 1 + Column I9 Row 1

Column E20 >= Column I7 Row 2-9 + Column I8 Row 2-9 + Column I9 Row 2-9

For every column on the 9002 D, the value in Row 3 is equal to the value in Row 1 divided by the value in Row 2 for that column.

Column A1 Row 3 = Column A1 Row 1 divided by Column A1 Row 2

Column A2 Row 3 = Column A2 Row 1 divided by Column A2 Row 2

Column A3 Row 3 = Column A3 Row 1 divided by Column A3 Row 2

Column A4 Row 3 = Column A4 Row 1 divided by Column A4 Row 2

Columns B 5-8 Row 3 = Columns B5 – 8 Row 1 divided by Columns B5 – 8 Row 2

Columns C 9-12 Row 3 = Columns C9 – 12 Row 1 divided by Columns C9 – 12 Row 2

Columns D 13-16 Row 3 = Columns D13 – 16 Row 1 divided by Columns D 13 – 16 Row 2

Columns E 17-20 Row 3 = Columns E 17 – 20 Row 1 divided by Columns E17 – 20 Row 2

Column F 21 Row 3 = Column F21 Row 1 divided by Column F21 Row 2

For every column on the 9002 D, the value in Row 6 is equal to the value in Row 4 divided by the value in Row 5 for that column.

Column A1 Row 6 = Column A1 Row 4 divided by Column A1 Row 5

Column A2 Row 6 = Column A2 Row 4 divided by Column A2 Row 5

Column A3 Row 6 = Column A3 Row 4 divided by Column A3 Row 5

Column A4 Row 6 = Column A4 Row 4 divided by Column A4 Row 5

Column B5-8 Row 6 = Column B5 – 8 Row 4 divided by Columns B5 – 8 Row 5

Column C 9-12 Row 6 = Column C9-12 Row 4 divided by Columns C9-12 Row 5

Column D13-16 Row 6 = Column D13-16 Row 4 divided by Columns D13-16 Row 5

Column E17-20 Row 6 = Column E17-20 Row 4 divided by Columns E17 – 20 Row 5

Column F21 Row 6 = Column F21 Row 4 divided by Column F21 Row 5

For every column on the 9002 D, the value in Row 9 is equal to the value in Row 7 divided by the value in Row 8 for that column.

Column A1 Row 9 = Column A1 Row 7 divided by Column A1 Row 8

Column A2 Row 9 = Column A2 Row 7 divided by Column A2 Row 8

Column A3 Row 9 = Column A3 Row 7 divided by Column A3 Row 8

Column A4 Row 9 = Column A4 Row 7 divided by Column A4 Row 8

Columns B5-8 Row 9 = Columns B5 – 8 Row 7 divided by Columns B 5 – 8 Row 8

Columns C9-12 Row 9 = Columns C9-12 Row 7 divided by Columns C9-12 Row 8

Columns E17-20 Row 9 = Columns E17-20 Row 7 divided by Columns E17 – 20 Row 8

Column F21 Row 9 = Column F21 Row 7 divided by Column F21 Row 8

Appendix N: State and National Summary Edit Checks ETA 9002E (Job Openings Received) Quarterly Report

For every column on the 9002 E, the value in Row 1 is equal to the sum of the values in Row 11 through Row 92 for that column.

Column A Row 1 = the sum of Rows 11 - 92

Column B Row 1 = the sum of Rows 11 – 92

Column C Row 1 = the sum of Rows 11-92

Column D – W Row 1 = the sum of Rows 11-92

For every row on the 9002 E, the value in Column A is equal to the sum of the values in Column B through Column X for that row.

Column A Row 1 = the sum of Column B Row 1 thru Column W Row 1

Column A Row 21 = the sum of Columns B Row 11 thru Column W Row 11

Column A Row 22 = the sum of Columns B Row 22 thru Column W Row 22 (23, 31-33, 42,44-45,48-49,51,52,53,54,55,56,61,62,71,72,81,92)

Appendix O: State and National Summary Edit Checks ETA VETS 200 A (DVOP), VETS 200 B (LVER), VETS 200 C (DVOP / LVER) Quarterly Reports

For Column A Row 1 is equal to or greater than the sum of the values in Column A Row 2 plus Column A Row 3.

For Column B Row 1 is equal to or greater than the sum of the values in Column B Row 2 plus Column B Row 3.

Column A Row 1 >= Column A Row 2 + Column A Row 3

Column B Row 1 >= Column B Row 2 + Column B Row 3

For Column A Row 1 is equal to or greater than the sum of the values in Column A Row 4 plus Column A Row 5 plus Column A Row 6.

For Column B Row 1 is equal to or greater than the sum of the values in Column B Row 4 plus Column B Row 5 plus Column B Row 6.

Column A Row 1 >= Column A Row 4 + Column A Row 5 + Column A Row 6

Column B Row 1 >= Column B Row 4 + Column B Row 5 + Column B Row 6

For Column A Row 7 is equal to or greater than or equal to the values in Column A Row 8 thru Column A Row 15.

For Column B Row 7 is equal to or greater than or equal to the values in Column B Row 8 thru Column B Row 16.

Column A Row 7 >= Column A Row 8 thru Row 15

Column B Row 7 >= Column B Row 8 thru Row 16

For Column A Row 7 value in equal to or greater than Column A Row 1.

Column A Row 7 >= Column A Row 1

For Column B Row 7 value in equal to or greater than Column B Row 1.

Column A Row 7 >= Column A Row

The value in Column A Row 19 is equal to the Column A Row 17 divided by the value in Column A Row 18 multiplied by 100 and rounded to the next whole number.

The value in Column B Row 19 is equal to the Column B Row 17 divided by the value in Column B Row 18 multiplied by 100 and rounded to the next whole number.

*Column A Row 19 = Round (Column A Row 17 / Column A Row 18 * 100)*

*Column B Row 19 = Round (Column B Row 17 / Column B Row 18 * 100)*

The value in Column B Row 22 is equal to the Column B Row 20 divided by the value in Column B Row 21 multiplied by 100 and rounded to the next whole number.

The value in Column B Row 25 is equal to the Column B Row 23 divided by the value in Column B Row 24 multiplied by 100 and rounded to the next whole number.

The value in Column B Row 28 is equal to the Column B Row 26 divided by the value in Column B Row 27 multiplied by 100 and rounded to the next whole number.

*Column B Row 22 = Round (Column B Row 21 / Column B Row 23 * 100)*

*Column B Row 25 = Round (Column B Row 23 / Column B Row 24 * 100)*

Column B Row 28 = Round (Column B Row 26